

Fct_Code	Fct_Code_Text
A000	Administrative Support
A100	Electronic
A200	Health Care
A300	Safety
A400	Transportation
A500	Food and Drug
A600	Other Technical Testing or Inspection
A610	Management Headquarters-Test and Evaluation.
A620	Test and Evaluation Operations.
A630	Management and Support to Test and Evaluation.
A699	Other Test and Evaluation Activities.
A700	Systems Certification Services
B000	Personnel Administrative Support
B100	Classification
B102	Classification Reviews
B200	Employee Development
B300	Staffing Reviews
B301	Processing
B302	Manpower Research and Analysis
B303	Manpower Development
B400	Employee Relations
B401	Benefits Reviews and Analysis
B500	Labor Relations and Support
B501	Agency Equal Employment Opportunity Reviews
B502	Negotiated Dispute Resolution
B600	Examining
B700	Personnel Management Specialist
B701	Personnel Operations Management
B702	Personnel IT Support
B710	Management Headquarters-Civilian Personnel.
B720	Civilian Personnel Operations.
B810	Management Headquarters-Military Personnel.
B820	Military Recruiting and Examining Operations.
B830	Military Personnel Operations.
B910	Management Headquarters-Personnel Social Action Programs.
B920	Personnel Social Action Program Operations.
B999	Other Personnel Activities.
C000	Administrative Support
C100	Voucher Examining
C110	Management Headquarters-Financial Management.
C200	Cash Receipt
C300	Accounting Technicians
C301	Accounts Payable
C302	Travel Processing
C303	Fixed Assets
C304	Accounts Receivable
C305	Collections
C306	Customer Billings
C307	General Accounting
C308	Financial Report Generation
C309	Cost Accounting
C310	Payroll Processing

C311	Claims Analysis
C312	Payments Issuance Support/Processing
C313	Financial Systems Support
C314	Financial Management and Program Planning
C315	Financial Management Operations
C316	Financial Systems Development and Planning
C317	Financial Systems Operations
C400	Budget Support
C401	Financial Analysis
C402	Cash and Debt Management
C403	Financial Program Management
C404	Business Performance Reporting
C405	Business Performance Analysis
C406	Cost Analysis
C407	Mortgage Analysis
C408	Asset Management and Disposal
C409	Property Oversight
C500	External Auditing
C501	Internal Auditing
C700	Finance/Accounting Services.
C999	Other Financial Management Activities.
D000	Administrative Support
D001	Management
D100	Regulatory Activities Support
D101	Regulatory Economists/Statisticians
D102	Regulatory Audits
D103	Salary/wages Reviews
D104	Labor Wage and Hour Compliance Reviews
D105	Education Benefits and Entitlements Analysis
D106	Loan Guaranty Benefits and Entitlements Analysis
D107	Vocational Entitlements Analysis
D200	Data Collection and Analysis
D201	Customer Surveys and Evaluations
D300	Statistical Analysis
D350	Economic Policy
D351	Economic Analysis
D400	Compliance Surveys and Inspections
D410	Compliance Operations
D411	Compliance Assessments
D500	Benefits and Entitlements Services
D501	Customer Services
D502	Administrative Reviews
D503	Compensation Claims Reviews
D504	Insurance Analysis
D505	Compensation Claims Examining
D600	Tax Law
D601	Revenue Agent
D602	Revenue Officer
D603	Tax Examiner
D604	Customer Service Contacts
D605	Tax Law Specialist
D606	Asset Appraisal and Valuation
D607	Critical Infrastructure Identification and Operations
D608	Critical Infrastructure Management and Analysis
D700	Systems Design, Testing and Certification

D701	Program Marketing and Outreach
D702	Program Planning and Support
D703	Application Receipt and Processing
D704	Program Monitoring and Evaluation
D705	Program Marketing and Outreach
D706	Program Monitoring
D707	Program Evaluation
D708	Application Receipt/Processing
D709	Mortgage Underwriting
D710	Field Inspection Services
D711	External Equal Employment Opportunity Reviews
D712	Safety and Occupational Health Management
D713	Safety and Occupational Health Inspections
D720	Independent Appeals Reviews
D800	Air Traffic Control
D801	Air Traffic Systems Inspections
D900	Maritime Traffic Control
D910	Operation of Locks and Dams
D920	Buoy Maintenance
D930	Mine Safety and Health
E000	Administrative Support
E100	Hazardous Waste Management
E101	Environmental Restoration Analysis
E102	FIFRA/FDCA Risk Analysis
E103	FSCA Risk Analysis
E104	Environmental Clean-up Services
E110	Management Headquarters-Environmental Security.
E120	Environmental and Natural Resource Services.
E200	Solid Waste Data Collection/Analysis
E220	Safety.
E225	Occupational Health Services.
E230	Explosives Safety.
E250	Response to Hazardous Material Mishaps.
E300	Pollution Prevention
E400	Air Pollution Data Collection/Analysis
E401	Clean Air Act Pollution Prevention
E500	Water Data Collection/Analysis
E501	Clean Water Act Compliance/Pollution Prevention
E502	Safe Drinking Water Act Compliance/Pollution Prevention
E503	Occupational Safety, Health and Environmental Compliance
E600	Environmental Planning/NEPA
E601	Environmental Impact Statements
E602	Environmental Impact Statement Reviews
E700	Resource Conservation and Recovery Act Compliance/Pollution Prevention
E800	Multimedia Compliance/Pollution Prevention
E801	Trusteeship
E999	Other Environmental Security Activities.
F000	Administrative Support
F100	Quality Assurance□
F110	Management Headquarters-Systems Acquisition.
F120	Systems Acquisition-Program Management.
F140	Technology Transfer and International Cooperative Program Management.

F150	Systems Acquisition-Research and Development Support.
F160	Systems Acquisition-Other Program Support.
F199	Other Systems Acquisition Activities.
F200	Contracting (Operational)
F300	Contracting (Analysis)
F310	Management Headquarters-Procurement and Contracting.
F320	Contract Administration and Operations.
F399	Other Procurement and Contracting Activities.
F400	Recurring Purchasing
F510	Engineering Support at Maintenance Depots.
F520	All Other Engineering Support.
G000	Administrative Support
G001	Care of Remains of Deceased Personnel & Funeral Services
G006	Commissary Management.
G008	Commissary Operations
G009	Clothing Sales Store Operations
G010	Recreational Library Services
G011	Morale, Welfare, and Recreation Services
G012	Community Services
G013	Military Exchange Operations.
G050	Management Headquarters-Community and Family Services.
G055	Morale, Welfare, and Recreation (MWR) Services.
G060	Family Center Services.
G065	Child-Care and Youth Programs.
G080	Homeowners' Assistance Program.
G090	Employee Relocation Assistance Program.
G100	Disaster Relief Applications Services
G101	Disaster Relief Services
G102	Librarian Services
G103	Library Operations and Management
G104	Technical/Professional/Legal Library Information Services
G105	Recreational Library Operations.
G210	Postal Services.
G220	Military Bands.
G900	Chaplain Activities and Support Services
G901	Housing Administrative Services
G902	Casualty and Mortuary Affairs.
G904	Family Services
G905	Community Relations
G910	Temporary Lodging Services.
G999	Other Social Services
H000	Administrative Support
H010	Management Headquarters-Health Services
H050	Hospital/Clinic Management.
H100	Medical Care.
H101	Hospital Care
H102	Surgical Care
H103	Surgical Services
H105	Nutritional Care
H106	Pathology Services

H107	Radiology Services
H108	Pharmacy Services
H109	Physical Therapy
H110	Materiel Services
H111	Orthopedic Services
H112	Ambulance Services
H113	Dental Care
H114	Dental Laboratories
H115	Clinics and Dispensaries
H116	Veterinary Services
H117	Medical Records
H118	Nursing Services
H119	Preventive Medicine
H120	Occupational Health
H121	Drug Rehabilitation
H125	Rehabilitation Services
H127	Alcohol and Drug Rehabilitation
H201	Medical Services
H202	Psychiatric and Psychology Services
H203	Ambulatory Care Services
H204	Domiciliary Care
H205	Extended Care Services
H206	Social Work
H207	Field Pathology & Laboratory Medicine
H208	Audiology & Speech Pathology Services
H209	Nuclear Medicine Services
H210	Pediatric Services
H211	Optometric Services
H212	Spinal Cord Injury Services
H213	GRECC Services
H214	Neurology Services
H215	Dermatology Services
H216	Radiation Therapy Services
H217	Mental Illness Research, Education & Clinic
H218	Rehabilitation Medicine Services
H219	Nutrition & Food Production Services
H220	Blind Rehabilitation Services
H221	Recreation Services
H222	Prosthetic & Sensory Aides Services
H223	Ambulatory Care Administration
H224	Learning Resource Centers
H225	Federal Employee Health Services
H226	VISN Services & VISN Support Service Center
H227	Veterans Canteen Service
H250	Medical and Dental Devices Development.
H300	Emergency Medical Services Management Planning
H301	Emergency Medical Services
H350	Hospital Food Services and Nutritional Care.
H400	Medical Evaluation Services
H401	Medical Officers
H402	Industrial Hygiene Reviews and Analysis
H403	Health Inspections
H404	Health Services Administration and Management
H450	Medical Records and Medical Transcription.
H500	Dialysis Services

H501	Anesthesiology
H502	Diagnostic Radiology
H503	Geriatrics
H504	Geriatric Research
H505	Geriatric Clinical Centers
H506	Orthopedic Shoe Services
H507	Orthotics Laboratory
H600	Hospital Administration
H601	Ward Administration
H602	Income Verification
H603	Claims Analysis
H604	Hospital Supply and Distribution
H605	Ambulatory Care Administration
H606	Information Resource Management Services
H607	Voluntary Services Administration
H608	Records Administration
H609	Bed Services and Patient Assistance
H610	Waste Management
H650	Hospital Supplies and Equipment.
H710	Medical Transportation Services.
H999	Other Health Services
I000	Administrative Support
I100	Inspector General Services
I105	IG Legal Services
I110	Management Headquarters-Audit.
I115	IG Program Management
I120	Audit Operations.
I200	Safety
I412	Investigative Data Analysis
I414	Field Technical Services
I415	Non-field Technical Support to Criminal Investigations
I416	Non-Field Administrative Support Criminal Investigations
I420	Financial Audits
I430	Performance Audits
I440	Management Evaluations/Audits
I441	Logistics Audits
I500	Background investigations
I501	IG Data Collection and Analysis
I502	Case Assessment/Management/Disposition
I510	Personnel Security Clearances and Background Investigations.
I520	Criminal, Counter Intelligence, and Administrative Investigative Services.
I530	Industrial Security Assessments.
I999	Other Audit and Investigative Activities.
J000	Administrative Support
J410	Organizational and Intermediate Repair and Maintenance Management.
J501	Aircraft
J502	Aircraft Engines
J503	Missiles
J504	Vessels
J505	Combat Vehicles
J506	Non-Combat Vehicles and Equipment
J507	Electronic and Communication Equipment

J510	Railway Equipment
J511	Special Equipment
J512	Armament
J513	Dining Facility Equipment
J514	Medical and Dental Equipment
J515	Containers, Textile, Tents, and Tarpaulins
J516	Metal Containers
J517	Training Devices and Audiovisual Equipment
J518	Support Equipment.
J519	Industrial Plant Equipment
J520	Test, Measurement and Diagnostic Equipment (TMDE)
J521	Other Test, Measurement and Diagnostic Equipment
J522	Aeronautical Support Equipment
J550	Software Support for Embedded and Mission Systems.
J555	Tactical Automatic Data Processing Equipment (ADPE).
J570	Armament and Ordnance.
J575	Munitions.
J600	Metal and Other Containers, Textiles, Tents and Tarpaulins.
J700	Portable Troop Support Equipment.
J750	Portable Field Medical and Dental Equipment.
J999	Organizational and Intermediate Maintenance and Repair of Other Equipment.
K000	Administrative Support
K410	Depot Management.
K531	Aircraft
K532	Aircraft Engines
K533	Missiles
K534	Vessels
K535	Combat Vehicles
K536	Non-Combat Vehicles and Equipment
K537	Electronic and Communication Equipment
K538	Railway Equipment
K539	Special Equipment
K540	Armament
K541	Industrial Plant Equipment
K542	Dining and Facility Equipment
K543	Medical and Dental Equipment
K544	Containers, Textile, Tents, and Tarpaulins
K545	Metal Containers
K546	Test, Measurement and Diagnostic Equipment (TMDE)
K547	Other Test, Measurement and Diagnostic Equipment
K548	Aeronautical Support Equipment
K549	Support Equipment.
K550	Software Support for Embedded and Mission Systems.
K555	Tactical Automatic Data Processing Equipment (ADPE).
K570	Armament and Ordnance.
K575	Munitions.
K600	Metal and Other Containers, Textiles, Tents and Tarpaulins.
K700	Portable Troop Support Equipment.
K750	Portable Field Medical and Dental Equipment.
K999	Depot Repair and Maintenance of Other Equipment.
L000	Administrative Support
L100	Application Services

L101	Application Reviews and Evaluations
L102	Independent Grant Review Appeals
L200	Grants Monitoring and Evaluation
M120	Combatant Headquarters-CINC Command Authority.
M145	Combatant Headquarters-Military Department Command Authority.
M150	Support to the CINCS-Information.
M199	Other Operational Command and Control Activities.
M301	Management Headquarters-Intelligence.
M302	Intelligence Policy and Coordination.
M306	Classification Management.
M310	Counterintelligence.
M312	Imagery Intelligence (IMINT).
M314	Imagery Acquisition.
M316	Geospatial Information Production.
M318	Geospatial Information Acquisition and Processing.
M320	Open Source Intelligence (OSINT) Collection/Processing.
M322	Language Exploitation.
M324	Multidisciplinary Collection and Processing.
M326	Intelligence Communications and Filtering.
M328	All Source Analysis.
M330	Intelligence Production Integration and Analytic Tools.
M334	Intelligence Requirements Management and Tasking.
M399	Other Intelligence Activities.
M410	Expeditionary Force Operations.
M610	Homeland Defense Operations.
M611	Emergency Management Planning and Development
M612	Emergency Management Program Oversight and Management
M810	Military Space Operations.
P000	Administrative Support
P100	Installation Operation Contracts (Multi-function)
P110	Management Headquarters-Logistics.
P119	Other logistics Activities.
P120	Management Headquarters-Maintenance.
Q120	Management Headquarters-Civil Works.
Q220	Water Regulatory Oversight and Management.
Q240	Natural Resources Oversight and Management.
Q260	Civil Works Planning Production and Management.
Q420	Bank Stabilization.
Q440	Maintenance of Open Waterways for Navigation.
Q460	Maintenance of Jetties and Breakwaters.
Q520	Operation and Maintenance of Locks and Bridges.
Q540	Operation and Maintenance of Dams.
Q560	Operation and Maintenance of Hydropower Facilities.
Q580	Operation and Maintenance of the Washington Aqueduct.
Q620	Operation and Maintenance of Recreation Areas.
Q999	Other Civil Works Activities.
R000	Administrative Support
R100	Theoretical Research
R102	Biomedical Research Support
R103	Biomedical Research
R104	Animal Research



R110	Management Headquarters-Research and Development.
R120	Science and Technology.
R140	Management and Support to R&D.
R200	Basic R&D
R201	Laboratory and Clinical Research Support
R300	Developmental
R400	Testing
R500	Acceptance
R600	Applied Research
R601	Applied Research Support
R660	RDT&E
R900	Operation and Maintenance of Physical Plant
R901	Building & Grounds Maintenance
R902	Models Design and Construction
R999	Other S&T and R&D Management and Support Activities.
S000	Administrative Support
S100	Management Headquarters-Installations.
S200	Installation, Base, or Facility Management.
S210	Building Management.
S310	Housing Management.
S410	Custodial Services.
S420	Collection and Disposal of Trash and Other Refuse.
S430	Collection and Disposal of Hazardous Material (HAZMAT).
S435	Pest Management.
S440	Fire Prevention and Protection.
S450	Laundry and Dry Cleaning Operations.
S499	Other Building and Housing Management Services.
S500	Management of Law Enforcement, Physical Security and Security Guard
S510	Law Enforcement, Physical Security, and Security Guard Operations.
S520	Support Services to Law Enforcement, Physical Security, and Security Guard
S540	Security of Classified Material.
S560	Special Guard Duties.
S700	Natural Resource Services
S701	Public Affairs/Relations
S702	Financial and Payroll Services
S703	Debt Collection
S706	Bus Services
S713	Food Services
S714	Furniture Repair
S715	Office Equipment Maintenance and Repair
S716	Motor Vehicle Operation
S717	Motor Vehicle Maintenance
S719	Confinement Facility Operations.
S720	Prison Operations and Maintenance
S721	Prison Security Operations (Guards)
S723	Other Prison Operations (Food, Administrative)
S724	Other Law Enforcement, Physical Security and Security Guard Operations.
S725	Electrical Plant and Distribution Systems Operation and Maintenance.

S726	Heating Plant and Distribution Systems Operation and Maintenance.
S727	Water Plant and Distribution Systems Operation and Maintenance.
S728	Sewage and Waste Plant and Distribution Systems Operation and Maintenance.
S729	Air-Conditioning and Cold Storage Plant and Distribution Systems Operation and
S730	Incinerator Plant and Sanitary Fill Operations.
S731	Supply Operations
S732	Warehousing and Distribution
S733	Building Services
S734	Leasing Services
S735	Engineering Services
S736	Plumbing Craft Support Services
S737	Electrical Craft Support Services
S739	Locksmithing
S740	Transportation Management Services
S741	Supply, Warehousing and Distribution Services Management
S742	Inventory Analysis and Management
S743	Vehicle Acquisition Support Services
S744	Fleet Management Services
S745	Security and Protection Services
S750	Museum Operations
S751	Curator Services
S752	Exhibits Management and Planning
S753	Facility Security Management
S760	Contractor-Operated Parts Stores & Civil Engineering Supply Stores
S799	Other Utility Plant and Distribution Systems Operation and Maintenance.
S999	Other Installation Services
T000	Administrative Support
T101	Management Headquarters-Supply.
T110	Retail Supply Operations.
T120	Wholesale/Depot Supply Operations.
T130	Storage and Warehousing.
T140	Supply Cataloging.
T150	Warehousing and Distribution of Publications.
T160	Bulk Liquid Storage.
T165	Distribution of Petroleum Oil and Lubricant Products.
T167	Distribution of Liquid, Gaseous and Chemical Products.
T175	Troop Subsistence.
T177	Food Supply.
T180	Military Clothing.
T190	Preparation, Demilitarization and Disposal of Excess and Surplus Inventory.
T199	Other Supply Activities.
T600	Real Property Management
T601	Real Property Disposal
T602	Property Development
T603	Real Property Acquisition Support Services
T700	Miscellaneous Program Management
T701	Management Headquarters-Transportation.

T710	Traffic/Transportation Management Services.
T800	Ocean Terminal Operations
T801	Storage and Warehousing
T802	Cataloging
T803	Acceptance Testing
T804	Architect-Engineering
T805	Operation of Bulk Liquid Storage
T806	Printing and Reproduction
T807	Visual Information
T810	Air Transportation Services
T811	Water Transportation Services
T812	Rail Transportation Services
T813	Engineering and Technical Services
T814	Aircraft Fueling Services
T815	Scrap Metal Operation
T817	Other Communications and Electronics Systems
T818	Systems Engineering and Installation of Communications Systems
T819	Preparation and Disposal of Excess and Surplus Property
T820	Administrative Support Services
T821	Special Studies and Analysis
T822	Operations Research
T823	Actuarial Services
T824	Motor Vehicle Transportation Services
T826	Air Traffic Control
T830	Interior/Facility Design
T831	Drafting Services
T832	Construction Management
T833	Civil Engineering & Analysis Services
T834	General Engineering & Analysis Services
T835	Chemical Engineering & Analysis Services
T836	Electrical Engineering & Analysis Services
T837	Fire Protection Engineering & Inspection
T838	Safety Engineering & Analysis Services
T839	Mining Engineering & Analysis Services
T840	Geodetic Engineering and Analysis Services
T841	Geological Analysis
T850	Forestry Management Support
T851	Forestry Operations
T852	Soil Conservation Evaluation & Analysis
T853	Soil Conservation Operations
T854	Royalty Management Operations
T855	Industrial Engineering
T899	Other Transportation Services
T900	Training Aids, Devices, and Simulator Support
T999	Other Non-Manufacturing Operations
U000	Administrative Support
U001	Management Headquarters-Military Education and Training.
U050	Military Institutional Education and Training Management.
U100	Recruit Training
U150	Multiple Category Training
U200	Officer-Acquisition (Pre-Commissioning) Training

U300	Specialized Skill Training
U301	Training Management
U302	Training Administration
U303	Training Technical Support
U304	Vocational Training
U305	Vocational Rehabilitation
U400	Flight Training
U500	Professional Development Training
U501	Management Training
U502	Medical & Health Training
U503	Engineering & Architectural Training
U504	Legal Training
U505	Business/Financial/Budget Training
U506	Inspection (IG) Training
U510	Professional Military Education
U520	Graduate Education, Fully Funded, Full-time
U530	Other Full-time Education Programs
U540	Off-Duty and Voluntary Education Programs.
U550	Training Development and Support for Military Education and Training.
U599	Other Military Education and Training Activities.
U600	Civilian Education and Training
U605	Management Headquarters-Civilian Education and Training.
U610	Law Enforcement Training
U611	Law Enforcement Training Policy
U612	Law Enforcement Training Development and Support
U620	Management of Civilian Institutional Training, Education, and Development.
U630	Acquisition Training, Education, and Development.
U640	Civil Works Training, Education, and Development.
U650	Intelligence Training, Education, and Development.
U660	Medical Training, Education, and Development.
U699	Other Civilian Training, Education and Development.
U700	Dependent Education
U710	Management Headquarters-Dependent Education.
U720	Dependent Education Field Management.
U760	Dependent Education-Teacher Instruction.
U770	Dependent Education-Substitute Instruction.
U780	Dependent Education-Aides for Instruction.
U799	Other Dependent Education Activities.
U800	Training Development and Support
U999	Other Training Functions
W000	Administrative Support
W100	Management Headquarters-Communications, Computing and Information.
W210	Telephone Systems.
W220	Telecommunication Centers.
W299	Other Communications Systems.
W310	Computing Services and Data Base Management.
W399	Other Computing Services.
W410	Information Operations and Information Assurance/Security.
W430	Mapping and Charting.
W440	Meteorological and Geophysical Services.

W499	Other Information Operation Services.
W500	Data Maintenance
W501	Report Processing/Production
W600	Data Center Operations
W601	Information Technology Management
W824	Data Processing Services
W825	Maintenance of ADP Equipment
W826	Systems Design, Development and Programming Services
W827	Software Services
W828	Seat Management Services
W829	Client Services
W999	Other ADP Functions
X000	Administrative Support
X931	Ordnance.
X932	Products Made From Fabric or Similar Materials
X933	Container Products and Related Items
X934	Preparation of Food and Bakery Products
X935	Liquid, Gaseous and Chemical Products
X936	Rope, Cordage, and Twine Products; Chains and Metal Cable Products
X937	Logging and Lumber Products
X938	Communications and Electronic Products
X939	Construction Products
X940	Rubber and Plastic Products
X941	Optical and Related Products
X942	Sheet Metal Products
X943	Foundry Products
X944	Machined Parts
X999	Other Products Manufactured and Fabricated.
Y000	Administrative Support
Y105	Management Headquarters-Defense Direction and Policy Integration.
Y115	Management Headquarters-Joint Staff Direction of the Armed Forces.
Y130	Intelligence
Y150	Classified Activities
Y160	Corporate Planning
Y199	Other Force Management and General Support Activities.
Y210	Management Headquarters-Operation Planning and Control..
Y215	Operation Planning and Control.
Y217	Combat Development Evaluations and Experimentation.
Y220	National Mobilization and Emergency Preparedness Management.
Y240	Management Headquarters-Manpower Management.
Y245	Manpower Management Operations.
Y310	Management Headquarters-Foreign Military Sales and Security Assistance.
Y315	Foreign Military Sales and Security Assistance Program Management.
Y320	Support External to DoD-Not Identified.
Y400	Legal Services
Y401	General Attorney's Services

Y403	Paralegal
Y405	Management Headquarters-Legal Services.
Y410	Criminal Investigation
Y415	Legal Services and Support..
Y440	Federal Licensing and Permitting
Y450	Maritime Activities
Y451	Search and Rescue
Y452	Aids to Navigation
Y453	Marine Safety/Inspection
Y501	Management Headquarters-Public Affairs.
Y510	Budget and Financial Program Management
Y511	Budget Execution Support Services
Y515	Public Affairs Program Activities and Operations.
Y520	Public Works and Real Property Maintenance Program Management
Y525	Protocol Operations.
Y527	Other Protocol Activities.
Y530	Personnel, Community Activities and Manpower Program Management
Y540	Maintenance and Logistics Program Management
Y550	Information and Telecommunications Program Management
Y560	Management Headquarters-Visual Information.
Y570	Visual Information Program Activities and Operations.
Y610	Management Headquarters-Legislative Affairs.
Y620	Legislative Affairs.
Y650	Acquisition (Equipment and Weapons Systems)
Y651	Identifying and Developing Consumer/Customer Information Services
Y710	Management Headquarters-Historical Affairs
Y720	Historical or Heraldry Services.
Y730	Museum Operations.
Y810	Management Headquarters-Administrative Support.
Y815	Administrative Support Program Management.
Y820	Administrative Management and Correspondence Services.
Y830	Documentation Services.
Y840	Directives and Records Management Services.
Y850	Microfilming and Library Services.
Y860	Printing and Reproduction Services.
Y880	Document Automation and Production Services.
Y899	Other Administrative Support Activities.
Y999	Other Functions
Z000	Administrative Support
Z101	Corps of Engineers Program and Project Management.
Z110	Management of Major Construction of Real Property.
Z120	Real Estate/Real Property Acquisition.
Z135	Title, Outgranting, and Disposal of Real Estate/Real Property-National Projects.
Z138	Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects.
Z145	Architect-Engineering-National Projects.
Z148	Architect-Engineering-Local Projects.
Z199	Other Real Property Program and Project Management Activities.

Z991	Minor Construction, Maintenance and Repair of Family Housing and Structures.
Z992	Minor Construction, Maintenance and Repair of Buildings and Structures Other than Family Housing.
Z993	Maintenance and Repair of Grounds and Surfaced Areas
Z997	Maintenance and Repair of Railroad Facilities
Z998	Maintenance and Repair of Waterways and Waterfront Facilities.
Z999	Maintenance, Repair and Minor Construction of Other Real Property.

						ERP	SECURITY CLEARANCE INFORMATION					CAC (3 years or Contact POP end, which ever occurs first)			SPAWAR BADGE (Annual )			PRIVACY ACT TRAINING		FY13 SAAR		FY13 IA TRAINING	
NAME (Last, First)	SOW/PWS PARA	PROGRAM/PROJECT SUPPORTING	TOTAL PLANNED HOURS	ACTUAL HOURS TO DATE	% USED TO DATE	APPROVED ACCESS	INVESTIGATION TYPE	NACI EQUIV (YES OR NO)	DATE (MMDDYY)	COR CERTIFIED	TYPE I = INITIAL R = RENEWAL T=TERMINATED O=OTHER TA	DATE ISSUED	DATE EXPIRES	DATE ISSUED	DATE EXPIRES	ESCORT PRIVILEGE (Y or N)	DATE COMPLETED	DATE PLANNED	SUBMITTED	N/A	DATE COMPLETED	DATE PLANNED	
Cinderella, Queen	5.1.2	Adventure Land	2000	160	8.0%	N	NACI	Y	04/01/09	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N	04/10/11		04/02/11			04/30/11	
Ariel, Princess	5.3.2	Fantasy Land	2000	160	8.0%	N	SBI	Y	08/08/08	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	Y	04/10/11		04/03/11			04/30/11	
Chip, Chipmunk	5.1.1	Tomorrow Land	1000	160	16.0%	N	NACI	Y	04/01/10	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N	04/10/11		04/02/11			04/30/11	
Chip, Chipmunk	5.1.2	Adventure Land	1000	160	16.0%																		
Duck, Daisy	5.1.1	Tomorrow Land	500	160	32.0%	N	SBI	Y	07/06/07	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	Y	04/10/11		04/02/11			04/30/11	
Duck, Daisy	5.1.2	Adventure Land	500	160	32.0%																		
Duck, Daisy	5.2.1	Toon Town	500	160	32.0%																		
Duck, Daisy	5.3.2	Fantasy Land	500	160	32.0%																		
Dale, Chipmunk	5.2.1	Toon Town	1000	160	16.0%	N	NACI	Y	04/01/10	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N		04/22/11	04/03/11			04/30/11	
Dale, Chipmunk	5.3.2	Fantasy Land	1000	160	16.0%																		
Duck, Donald	5.1.1	Tomorrow Land	1000	160	16.0%	N	NACI	Y	04/01/10	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N		04/22/11	04/03/11			04/30/11	
Duck, Donald	5.1.2	Adventure Land	1000	160	16.0%																		
Goofy, Dog	5.1.1	Tomorrow Land	1000	160	16.0%	N	NACI	Y	07/12/09	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N		04/22/11	04/03/11			04/30/11	
Goofy, Dog	5.2.1	Toon Town	400	160	40.0%																		
Goofy, Dog	5.2.1	Toon Town	600	160	26.7%																		
Donkey, Igor	All	All	2000	160	8.0%	N	NACI	Y	04/01/10	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N		04/22/11	04/02/11			04/30/11	
Fairy, Maryweather	All	All	2000	160	8.0%	Y	NACI	Y	08/15/08	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N		04/22/11	04/03/11			04/30/11	
Mouse, Mickey	All	All	400	160	40.0%	N	SBI	Y	04/01/07	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N		04/22/11	04/03/11			04/30/11	
Mouse, Minnie	5.1.1	Tomorrow Land	400	160	40.0%	N	SBI	Y	06/30/08	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	Y		04/22/11	04/02/11			04/30/11	
Mouse, Minnie	5.1.2	Adventure Land	400	160	40.0%																		
Mouse, Minnie	5.2.1	Toon Town	800	160	20.0%																		
Mouse, Minnie	5.3.2	Fantasy Land	400	160	40.0%																		
Fish, Nemo	5.4.1	Frontier Land	2000	160	8.0%	N	NACI	Y	04/01/10	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N	04/10/11		04/02/11			04/30/11	
Pan, Peter	5.1.2	Adventure Land	2000	160	8.0%	N	NACI	Y	04/01/10	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N	04/10/11		04/03/11			04/30/11	
Dog, Pluto	5.3.2	Fantasy Land	2000	160	8.0%	N	NACI	Y	04/01/10	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N	04/10/11		04/03/11			04/30/11	
Bear, Pooh	5.4.1	Frontier Land	2000	160	8.0%	N	SBI	Y	11/16/08	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	Y	04/10/11		04/03/11			04/30/11	
Lion, Simba	All	All	2000	160	8.0%	Y	NACI	Y	05/30/09	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N	04/10/11		04/03/11			04/30/11	
Tiger, Tiger	5.2.1	Toon Town	2000	160	8.0%	N	NACI	Y	04/01/10	Y	I	04/04/11	04/04/14	04/01/11	03/31/12	N	04/10/11		04/02/11			04/30/11	
			16.2	2.2	20.2%																		

Tripwire Reporting Link : <https://e-commerce.sscno.nmci.navy.mil/tripwire.nsl/HomePage?openform>

FOR OFFICIAL USE ONLY PRIVACY SENSITIVE ANY MISUSE OR UNAUTHORIZED DISCLOSURE CAN RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES.



## Contractor's Progress, Status and Management Report - Monthly Status Report

**Prime Company Name**

Acme Corp.

## Customer Supported

SSC LANT

### Period Covered by this Report

1 DEC - 31 DEC 2011

**TO Contracting Officer**

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Ima Govie

## PoP Start

1-Oct-10

**PoP End**

30-Sep-15

**TO Cost**

\$9,500,000

**TO Fee**

\$500,000

[illegible]

## MSR Data Item Definitions

Item	Name	Definition	Format
A.1	Contract #      PIIN	Contract Number	N00178-05-D-9999
A.2	Task Order #      SPIIN	Task Order Number	NS01
A.3	SLIN	Subline Item Number	0001-01
A.4	ACRN	Accounting Classification Reference Number	AA
A.5	WBS Element	Work Breakdown Structure *	3.1.1
A.6	DoD Function Codes ***	DoD Function Codes **	F120
A.7	Standard Labor Category ***	Labor categories as specified by the Contract/TO	PM
A.8	This Period - Labor Hours	Labor hours for prime + subs	234
A.9	This Per. - Labor Cost plus Fee	Incurred cost plus fee for prime + subs	\$58,000
A.10	This Period - ODCs & Travel	Incurred travel/ODCs for prime + subs	\$6,000
A.11	This Per. - Total Cost plus Fee	Sum of A.9 and A.10	\$64,000
A.12	Cum - Labor Hours	Labor hours for prime + subs	234
A.13	Cum - Labor Cost plus Fee	Incurred cost plus fee for prime + subs	\$58,000
A.14	Cum - Travel & ODC	Incurred travel/ODCs for prime + subs	\$6,000
A.15	Cum - Total Cost plus Fee	Sum of A.13 and A.14	\$64,000

\* See GWBS tabs in this workbook to select the appropriate MSR entry

\*\* See Function Code tab in this workbook to select the appropriate MSR entry

\*\*\* SSC Atlantic only fields

## SPAWAR Global Work Breakdown Structure (GWBS) ~ Mod E

### 1 Development (R&D)

#### 1.1 Prime Mission Product Development

- 1.1.1 Hardware (Dev)
- 1.1.2 Software (Dev)
- 1.1.3 Integration, Assembly and Test (PMP Dev)
- 1.1.4 Purchased Services (PMP Dev)
- 1.1.5 Government Technical Oversight/IV&V of PMP (Dev)
- 1.1.6 Research & Development (S&T)

#### 1.2 Platform / Site Integration (Dev)

### 2 Production

#### 2.1 Prime Mission Product Production

- 2.1.1 Hardware (Prod)
- 2.1.2 Software (Prod)
- 2.1.3 Integration, Assembly and Test (PMP Prod)
- 2.1.4 Purchased Services (PMP Prod)
- 2.1.5 Government Technical Oversight/IV&V of PMP (Prod)

#### 2.2 Platform / Site Integration (Prod)

### 3 Common Elements

#### 3.1 Program Management

- 3.1.1 Acquisition Management
- 3.1.2 Financial Management
- 3.1.3 Logistics Management
- 3.1.4 ADP Support
- 3.1.5 Contract Management
- 3.1.6 Travel
- 3.1.7 Cost Estimation and Analysis
- 3.1.8 Legal
- 3.1.9 FMS - Pre-LOR
- 3.1.10 FMS - Case Development
- 3.1.11 FMS - Case Execution
- 3.1.12 FMS - Case Closure
- 3.1.13 FMS - Business Sustaining

#### 3.2 Systems Engineering

- 3.2.1 Studies & Design
- 3.2.2 Architecture
- 3.2.3 Human Systems Integration
- 3.2.4 Technical Authority
- 3.2.5 Certification Authority
- 3.2.6 Systems Engineering Management
- 3.2.7 Requirements Analysis
- 3.2.8 Configuration Management
- 3.2.9 Logistics Engineering

#### 3.3 System Test and Evaluation

- 3.3.1 System DT&E
- 3.3.2 System OT&E
- 3.3.3 System FOT&E

#### 3.4 Platform / Site Activation / Installation

- 3.4.1 Installation Planning
- 3.4.2 Installation Design
- 3.4.3 System Installation and Turnover
- 3.4.4 Installation Policy and Process Development
- 3.4.5 Installation Process and Risk Assessment

#### 3.5 Data

- 3.5.1 Technical Publications
- 3.5.2 Engineering Data
- 3.5.3 Management Data
- 3.5.4 Logistics Mgmt Information
- 3.5.5 Data Repository
- 3.5.6 Integrated Data Environment (IDE)
- 3.5.7 Document and Content Management

#### 3.6 Initial Spares

#### 3.7 Support Equipment

- 3.7.1 Peculiar Support Equipment
- 3.7.2 Common Support Equipment

#### 3.8 Facilities (PMP)

- 3.8.1 Construction/Conversion/Expan. (PMP Facilities)
- 3.8.2 Equipment Acq. / Modernization (PMP Facilities)
- 3.8.3 Maintenance (PMP Facilities)
- 3.8.4 Experimentation (PMP Facilities)

#### 3.9 Initial Training (Train the Trainer)

- 3.9.1 Initial Training Equipment
- 3.9.2 Initial Training Services
- 3.9.3 Training Facilities

### 4 O&M Support

#### 4.1 Mission Personnel

#### 4.2 Unit Level Consumption

- 4.2.1 Cons. Matl. / Rep Parts / Supplies
- 4.2.2 Depot Level Repairables (DLRs)
- 4.2.3 Other Unit Level Consumption

#### 4.3 Intermediate Maint.

- 4.3.1 Maintenance
- 4.3.2 Cons. Matl. / Rep Parts

#### 4.4 Depot Maintenance

- 4.4.1 Overhaul and Rework
- 4.4.2 Field Changes
- 4.4.3 Design and Planning Services
- 4.4.4 Outfitting and Spares
- 4.4.5 Cons. Matl. / Rep Parts

#### 4.5 Contractor Services (Post Production ILS)

- 4.5.1 Interim Contractor Support
- 4.5.2 Contractor Logistics Support

#### 4.6 Sustaining Support

- 4.6.1 Software Maintenance
- 4.6.2 Training (Sustainment)
- 4.6.3 Publications (Sustainment)
- 4.6.4 Simulator Operations
- 4.6.5 Site Operations / Site Support
- 4.6.6 Support Equipment Replacement

#### 4.7 In Service Engineering Activity (ISEA)

- 4.7.1 Fleet Engineering Support
- 4.7.2 Config. Mgmt. & Product Eng. Support
- 4.7.3 Help Desk
- 4.7.4 Maintenance Engineering Support
- 4.7.5 Performance & Maint. Data Analysis
- 4.7.6 Life Cycle Test Support
- 4.7.7 Training & Manning

#### 4.8 FSETS

#### 4.9 Demilitarization and Disposal

### 5 Management and Administration

#### 5.1 Command/PEO Management and Administration

- 5.1.1 General Management
- 5.1.2 Small Business and Inspection Administration
- 5.1.3 Total Force Management
- 5.1.4 Information Technology Management
- 5.1.5 Command Operations & Support
- 5.1.6 Corporate Strategy
- 5.1.7 Corporate Communications & Public Affairs
- 5.1.8 Special Programs Oversight & Compliance
- 5.1.9 Legal - General Law
- 5.1.10 Command Representation
- 5.1.11 Sponsor/Customer Coordination
- 5.1.12 NMCI Seat Costs

#### 5.2 Witholds (External and Internal)

- 5.2.1 External Witholds
- 5.2.2 Internal Witholds

WBS	WBS Description	Definition	Examples
1	DEVELOPMENT		
1.1	PRIME MISSION PRODUCT DEVELOPMENT	Efforts by the developer or modernizer to design, develop or modernize hardware and/or software used to accomplish the primary mission of the defense materiel item. This element is a roll-up of costs associated with lower levels.	Includes: - All technical and management activities associated with individual hardware/software elements. - Integration, assembly, test and checkout associated with the overall PMP (if the electronic/automated software system comprises several PMPs, each will be listed separately at level 2). - All whole and partial prime contractor, subcontractor, and vendor breadboards, brassboards, and qualification test units. - The design and development of complete units (i.e., the prototype which satisfies the requirements of the applicable specification(s), regardless of end use).  Excludes: - "Less than whole" units (i.e., test spares, etc.) consumed or planned to be consumed in support of system level tests.
1.1.1	Hardware (Dev)	Hardware <b>components</b> designed, developed or modified for the specific product. Includes, with lower level sub-elements, the design engineering, program management, integration, and testing associated with those sub-elements. (As necessary, the program will, for their use, establish additional levels of indenture needed to accurately identify/describe the hardware required for the Prime Mission Product.)	Includes: - HW design and development and the PM, SE, IA&T for <b>the designer or developer of the PMP</b> , directly associated with lower level Hardware WBS elements. Performer (whether Contractor or Government Activity) for this element is responsible for providing discrete deliverables (i.e., PMP Design, PMP Models/Prototypes, EMD Units).
1.1.2	Software (Dev)	Software that is specifically developed for the operations and maintenance or functional control of a computer system.	Includes: - SW design and development and the PM, SE, IA&T for <b>the designer or developer of the PMP</b> , directly associated with lower level Software WBS elements. -Performer (whether contractor or Government Activity) for this element is responsible for providing discrete deliverables: (i.e., PMP S/W Design, PMP S/W Models/Prototypes, SLOC, S/W packages).
1.1.3	Integration, Assembly & Test (PMP Dev)	"Pre-Delivery" integration, assembly and testing of the H/W and S/W of the Prime Mission Product. All technical and functional activities associated with the design and development of structures, equipment, parts, materials, and software required to assemble the level 3 equipment (hardware/software) elements into level 2 mission equipment (hardware/software) as a whole and not directly part of any other individual level 3 element.  Includes, for example (for the whole level 2 system): - the set up, conduct, and review of testing assembled components or subsystems prior to installation - integration of software (including loading and verification of firmware)  Excludes: (1) all systems engineering/program management and system test and evaluation which are associated with the complete system (2) IA&T performed as part of the installation process. (Use 3.4.3)	Includes: - The development of engineering layouts, determination of overall design characteristics, and determination of requirements of design review. - Environmental stress screening and shock testing for entire system. - Security testing for the entire system (if not part of formal test, DT)  NOTE: When an integration, assembly, test, and checkout element is utilized at lower levels of the work breakdown structure, it will be summarized into the next higher level equipment (hardware/software) work breakdown structure element and should never be summarized directly into a level 3 integration, assembly, test, and checkout element.
1.1.4	Purchased Services (PMP Dev)	Procured services that are required for the proper operation of the system.	Includes: - Satellite transponder leases and SIPRNET access leases.
1.1.5	Government Technical Oversight/IV&V of PMP (Dev)	Costs associated with Government personnel, or contractors representing the Government, overseeing system and subsystem integration, verification and validation efforts and acceptance testing. IV&V performed by Government representatives to demonstrate, according to the verification and validation plans, the physical, electrical, software, and other characteristics of the components to be developed, integrated and tested (i.e., contract specifications). Unit testing of hardware and independent verification and validation of software to ensure the components and any assemblies of them meet their requirements and function in the environment of their intended use. Technical Design Agent (TDA) services directly associated with a Prime Mission Product. High tech support that represents the program/project manager's "brain trust" that is capable of offering unbiased technical advice and who has no vested interest in the outcome of	Includes: - Conduct of design verification testing, unit testing of hardware and independent verification and validation of software. - Acceptance testing when applicable to development articles. - TDA support related to design and development of PMP. - Technical Reviews (i.e., ASR, SRR, SFR, SSR, PDR, CDR).
1.1.6	Research and Development (S&T)	Costs associated with work performed in support of Research and Development (S&T). This element is a roll-up of costs associated with lower levels.	
1.1.6.1	Basic Research	Echelon 3 use only. R&D Budget Activity 1. Basic research is systematic study directed toward greater knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind. It includes all scientific study and experimentation directed toward increasing fundamental knowledge and understanding in those fields of the physical, engineering, environmental, and life sciences related to long-term national security needs. It is farsighted high payoff research that provides the basis for technological progress. Basic research may lead to: (a) subsequent applied research and advanced technology developments in Defense-related technologies, and (b) new and improved military functional capabilities in areas such as communications, detection, tracking, surveillance, propulsion, mobility, guidance and control, navigation, energy conversion, materials and structures, and personnel support. Program elements in this category involve pre-Milestone A efforts.	Echelon 3 use only.

1.1.6.2	Applied Research	Echelon 3 use only. R&D Budget Activity 2. Applied research is systematic study to understand the means to meet a recognized and specific need. It is a systematic expansion and application of knowledge to develop useful materials, devices, and systems or methods. It may be oriented, ultimately, toward the design, development, and improvement of prototypes and new processes to meet general mission area requirements. Applied research may translate promising basic research into solutions for broadly defined military needs, short of system development. This type of effort may vary from systematic mission-directed research beyond that in Budget Activity 1 to sophisticated breadboard hardware, study, programming and planning efforts that establish the initial feasibility and practicality of proposed solutions to technological challenges. It includes studies, investigations, and non-system specific technology efforts. The dominant characteristic is that applied research is directed toward general military needs with a view toward developing and evaluating the feasibility and practicality of proposed solutions and determining their parameters. Applied Research precedes system specific technology investigations or development. Program control of the Applied Research program element is normally exercised by general level of effort. Program elements in this category involve pre-Milestone B efforts, also known as Concept and Technology Development phase tasks, such as concept exploration efforts and paper studies of alternative	Echelon 3 use only.
1.1.6.3	Advanced Technology Development	Echelon 3 use only. R&D Budget Activity 3. This budget activity includes development of subsystems and components and efforts to integrate subsystems and components into system prototypes for field experiments and/or tests in a simulated environment. ATD includes concept and technology demonstration of components and subsystems or system models. The models may be form, fit and function prototypes or scaled models that serve the same demonstration purpose. The results of this type of effort are proof of technological feasibility and assessment of subsystem and component operability and producibility rather than the development of hardware for service use. Projects in this category have a direct relevance to identified military needs. Advanced Technology Development demonstrates the general military utility or cost reduction potential of technology when applied to different types of military equipment or techniques. Program elements in this category involve pre-Milestone B efforts, such as system concept demonstration, joint and Service-specific experiments or Technology Demonstrations and generally have Technology Readiness Levels of 4, 5, or 6. Projects in this category do not necessarily lead to subsequent development or procurement phases, but should have the goal of moving out of Science and Technology (S&T) and into the acquisition process within the future years defense program (FYDP). Upon successful completion of projects that have military utility, the technology should be	Echelon 3 use only.
1.1.6.4	Science and Technology	Advises senior leadership on strategic S&T planning; Identifies and promotes applicable new technology to provide transformational capability from labs, industry, and academia; Acts as honest broker to leverage investments and provide independent/objective test and evaluation; Addresses over-arching issues for integration and interoperability; Implements stronger practices to improve technology transition processes; Serves as a relationship manager to facilitate coordination on S&T development and transition issues.	Echelon 3 use only. Includes: Labor costs for government and contractor personnel and travel costs for personnel supporting this effort.
1.2	Platform/Site Integration (Dev)	Technical and engineering services to support the platform manufacturer or integrator with the integration and the installation of the Prime Mission Product into the host platform/vehicle. Includes integration of system with other systems, interoperability testing, integration testing with other systems  Excludes: (1) Platform/site integration performed during the installation process; (2) integration and testing of lower level hardware and software elements.	Includes: - The labor required to analyze, design, and develop the interfaces with other host vehicle subsystems. - Drawing preparation and establishment of equipment requirements and specifications. - Technical liaison and coordination with the military services, subcontractors, associated contractors, and test groups. - EMI studies and interoperability testing (e.g. JITC, Exercises) for the entire system (if not part of formal test (DT, OT, FOT)). Excludes: - All integration effort not directly associated with the host vehicle and management liaison with the military services, subcontractors, and associated contractors.
2	<b>PRODUCTION</b>		
2.1	PRIME MISSION PRODUCT PRODUCTION	Efforts by the producer or modernizer to produce or modernize hardware and/or software used to accomplish the primary mission of the defense materiel item. This element is a roll-up of costs associated with lower levels.	Includes: - All integration, assembly, test and checkout, as well as all technical and management activities associated with individual hardware/software elements. - Integration, assembly, test and checkout associated with the overall PMP. When the electronic/automated software system comprises several PMPs, each will be listed separately at level 2. - The production of complete units (i.e., operationally configured units which satisfy the requirements of their applicable specification(s), regardless of end use). - Factory special test equipment, special tooling, and production planning required to fabricate the PMP.  Excludes: - "Less than whole" units (i.e., test spares, etc.) consumed or planned to be consumed in support of system level tests. - Duplicate or modified factory special test equipment delivered to the government for depot repair. (Should be included in the peculiar support equipment element.)
2.1.1	Hardware (Prod)	Hardware components produced, procured or modified for the specific product. Includes, with lower level sub-elements, the production engineering, program management, integration, assembly and test associated with those sub-elements. (As necessary, the program will establish additional levels of indenture needed to accurately identify/describe the hardware required for the Prime Mission Product.)	Includes: - HW production and the PM, SE, IA&T for the producer of the PMP, directly associated with lower level Hardware WBS elements. Performer (whether Contractor or Government Activity) for this element is responsible for providing discrete deliverables (i.e., LRIP/FRP Units in specific quantities.)
2.1.2	Software (Prod)	Software that is specifically produced, procured or modified for the operations and maintenance or functional control of a computer system. Includes, with lower level sub-elements, the production engineering, program management, integration, assembly and test associated with those sub-elements. (As necessary, the program will establish additional levels of indenture needed to accurately identify/describe the software required for the Prime Mission Product.)	Includes: - SW development and the PM, SE, IA&T for the producer of the PMP, directly associated with lower level Software WBS elements. Performer (whether Contracted or Government Activity) for this element is responsible for providing discrete deliverables (i.e., S/W packages).

		<p>"Pre-Delivery" integration, assembly and testing of the H/W and S/W of the Prime Mission Product. All technical and functional activities associated with the production of structures, equipment, parts, materials, and software required to assemble the level 3 equipment (hardware/software) elements into level 2 mission equipment (hardware/ software) as a whole and not directly part of any other individual level 3 element.</p> <p>Includes, for example (for the whole level 2 system):</p> <ul style="list-style-type: none"> <li>- the set up, conduct, and review of testing assembled components or subsystems prior to installation</li> <li>- integration of software (including loading and verification of firmware)</li> </ul> <p>Excludes:</p> <ol style="list-style-type: none"> <li>(1) all systems engineering/program management and system test and evaluation which are associated with the complete system</li> <li>(2) IA&amp;T performed as part of the Installation process. (Use 3.4.3)</li> <li>(3) Government IV&amp;V and acceptance testing. (Use 1.1.5 or 2.1.5)</li> </ol>	<p>Includes:</p> <ul style="list-style-type: none"> <li>- The set up, conduct, and review of testing assembled components or subsystems prior to installation.</li> <li>- The detailed production design, producibility engineering planning (PEP), and manufacturing process capability, including the process design development and demonstration effort.</li> <li>- Vendor (not Gov't) inspection activities related to receiving, factory and sub-vendor liaison.</li> <li>- Quality planning and control.</li> <li>- Tooling (initial production facilities, factory support equipment), including planning, design, and fabrication.</li> <li>- Administrative engineering.</li> <li>- The joining or mating and final assembly of level 3 equipment elements to form a complete prime mission product when the effort is performed at the manufacturing facility.</li> <li>- Integration of software (including loading and verification of firmware).</li> <li>- Environmental stress screening and shock testing for entire system.</li> <li>- Security testing for the entire system (if not part of formal test, DT, OT, FOT).</li> </ul> <p>NOTE: When an integration, assembly, test, and checkout element is utilized at lower levels of the work breakdown structure, it will be summarized into the next higher level equipment (hardware/software) work breakdown structure element and should never be</p>
2.1.3	Integration, Assembly & Test (PMP Prod)		
2.1.4	Purchased Services (PMP Prod)	Procured services that are required for the proper operation of the system.	<p>Includes:</p> <ul style="list-style-type: none"> <li>- Satellite transponder leases and SIPRNET access leases. NMCI program's deployment of PMP, which includes DISA Circuits (for operation of NMCI), NMCI Contracted Services and incentives (Program Costs, Excludes Command Seat <i>Orders found in 5.1.4.2</i>)</li> </ul>
2.1.5	Government Technical Oversight/IV&V of PMP (Prod)	<p>Costs associated with Government personnel, or contractors representing the Government, overseeing system and subsystem integration, verification and validation efforts and acceptance testing. IV&amp;V performed by Government representatives to demonstrate, according to the verification and validation plans, the physical, electrical, software, and other characteristics of the components to be produced and/or integrated (i.e., contract specifications). Unit testing of hardware and independent verification and validation of software to ensure the components and any assemblies of them meet their requirements and function in the environment of their intended use. Technical Design Agent (TDA) services directly associated with a Prime Mission Product. High tech support that represents the program/project manager's "brain trust" who is capable of offering unbiased technical advice and who has no vested interest in the outcome of</p>	<p>Includes:</p> <ul style="list-style-type: none"> <li>- Acceptance testing of production units.</li> <li>- TDA support related to Production of PMP</li> <li>- Unit testing of hardware and independent verification and validation of software for production units.</li> <li>- Technical Reviews &amp; Audits (i.e., SVR, FCA/PCA).</li> </ul>
2.2	Platform/Site Integration (Prod)	<p>Technical and engineering services to support the platform manufacturer or integrator with the integration and the installation of the Prime Mission Product into the host platform. Includes integration of system with other systems, interoperability testing, and integration testing with other systems.</p> <p>Excludes:</p> <ol style="list-style-type: none"> <li>(1) Platform/site integration performed during the installation process.</li> <li>(2) Integration and testing of lower level hardware and software elements.</li> </ol>	<p>Includes:</p> <ul style="list-style-type: none"> <li>- The labor required to analyze, design, and develop the interfaces with other host vehicle subsystems.</li> <li>- Drawing preparation and establishment of equipment requirements and specifications.</li> <li>- Technical liaison and coordination with the military services subcontractors, associated contractors, and test groups.</li> <li>- EMI studies and interoperability testing (e.g. JITC, Exercises) for the entire system (if not part of formal test, DT, OT, FOT).</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>- All integration effort not directly associated with the host vehicle and management liaison with the military services, subcontractors, and associated contractors.</li> </ul>
3	COMMON ELEMENTS	Elements common to all programs/projects.	<p>Common WBS elements should be applied to the appropriate levels within the WBS which they support. In other words, if systems engineering is required to support a Level 3 WBS element, the System Engineering WBS element would appear at Level 4 of the WBS under the Level 3 element it supports. The intent is to understand the total effort associated with designing, developing, and</p>
3.1	Program Management	<p>Program costs directly associated with a specific system or product. These include efforts directly associated with the business and administrative planning, organizing, directing, coordinating, controlling, and approval actions designated to accomplish the program objectives. It includes administration, project controls, product effectiveness, data and configuration management, subcontract management and security management. This element is a roll-up of costs associated with lower levels.</p>	<p>Includes:</p> <ul style="list-style-type: none"> <li>- Cost, schedule, performance measurement management, warranty administration, contract management, data management, vendor liaison, subcontract management.</li> <li>- Logistics tasks management and technical control, and the business management of the support elements. Planning and management of all the functions of logistics (maintenance support planning and support facilities planning; other support requirements determination; support equipment; supply support; packaging, handling, storage, and transportation; training system requirements determination; computer resource determination; organizational, intermediate, and depot maintenance determination management; and data management).</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>- Costs of the developer, producer or modernizer associated with elements 1.1.1/2.1.1, 1.1.2/2.1.2, 1.1.3/2.1.3 and 1.1.5/2.1.5.</li> </ul>
3.1.1	Acquisition Management	Acquisition management directly associated with the Prime Mission Product including milestone preparation and documentation, statutory and policy compliance, and schedule development.	<p>Includes:</p> <ul style="list-style-type: none"> <li>- Schedule tracking, strategy development, milestone preparation and documentation, statutory requirements and policy compliance.</li> </ul>
3.1.1.1	Acquisition Requirements and Compliance Documentation, Acquisition Reporting	"Systems Acquisition" activities on DoD acquisition programs and the associated acquisition strategy. Development of background information and planning.	<p>Includes:</p> <ul style="list-style-type: none"> <li>- Writing and/or coordinating program acquisition documentation.</li> </ul>

		Program management efforts including cost, schedule, performance measurement management, warranty administration, contract/subcontract management, data management, vendor liaison, etc. Program execution. Risk management.	Includes: - Establishment of a risk management process that includes risk planning, risk assessment (identification and analysis), risk management, and risk monitoring to be integrated and continuously applied throughout the program. - Development and maintenance of the Integrated Master Plan and Integrated Master Schedule, event driven plans that define major tasks and detailed schedules.
3.1.1.2	Program Management Activities		
		Earned Value Management.	Includes: - Integrated Baseline Reviews & Support. - Generating the monthly Cost Performance Reports (CPR) and Contract Funds Status Report (CSFR). - Collection/analysis of costs for EVM calculations and tracking.
3.1.1.3	Cost/Schedule/Performance (EVM) Analysis		
		Financial management including planning, programming, budgeting, and execution (PPBE), cost accounting and analysis.	Includes: - PPBE requirements; preparation and defense of budget, answers to budget drills, resolution of budget issues (controls, expenditures, meeting benchmarks), input into the POM process for funded/unfunded issues and offsets, spend plan management, execution tracking (preparing funding docs, tracking status - committed, obligated, expended), financial and managerial accounting, and resource management studies and analysis. - Includes comptroller and other overhead/G&A financial management responsibilities. - Includes all costs associated with the development, procurement, maintenance, systems/database administration, and license fees for Command/PEO wide financial systems and applications.
3.1.2	Financial Management		
		Functional operations involved in authorizing, recording, classifying, analyzing, and reporting financial information related to financing sources, gains, expenses, losses, transfers, assets, liabilities, equity, and internal controls	Includes: - Billing and payment documentation; funds and accounting approval documentation; unmatched disbursements/negative unliquidated disbursements (UMD/NULO) reconciliation (i.e., pay & payroll documents, Other Customer & FMS Funds Review/Approval/Documentation, Accounting Policy Analysis/Documentation/Fiscal Law opinion, Plant Property Asset Management documents, funds/accounting approval documentation, billing/payment documentation, DoN Financial Improvement Program/Clean Financials.
3.1.2.1	Accounting Compliance Reports & Products		
		Development, submission and justification of the Budget and POM/PR submissions.	Includes: - All Budget exhibit development, review and defense; development and submission of all POM/PR materials and responses to actions associated with POM/PR guidance (i.e., serials, warning and planning orders, offsets and excursions); impact statements and reclaims associated with budget and POM process.
3.1.2.2	Budget/POM/PR Formulation, Presentation & Defense		
		Funds allocation, execution planning and actual execution of funds. Execution planning begins following initial submission of FMB Budget in July.	Includes: - Execution and prior year: control tracking, spend plan management and execution, preparation of funding documents and contract FAD sheets, and monitoring/tracking of commitments, obligations, and expenditures. Also includes responses to data calls and inquiries associated with execution of funds (i.e., Mid-Year Review, impact statements for control adjustments as required, and other data calls on execution year funds utilization). - Execution allocation and execution includes establishment, allocation, tracking & reconciliation of program funding (i.e., Spend Plans). Execution monitoring includes tracking of commitments, obligations & expenditures.
3.1.2.3	Funds Allocation & Execution		
		Data calls, responding to requests for information and resource data analysis.	Includes: - Financial management studies, reporting and analysis not directly supporting budget/POM/PR processes, including input to stakeholder/leadership briefs for Team SPAWAR resources, productivity and other cost trend analysis, and responses to financial data calls which apply across Team SPAWAR.
3.1.2.4	Studies, Reporting, Analysis		
3.1.2.5	DTS Administration	Comptroller administration of the Defense Travel System in accounting department.	Comptroller Use Only
		Logistics management directly associated with the Prime Mission Product to include activity to adequately perform supportability analysis and planning for each ILS element and develop logistics plans and reports. Specifically, develop logistics plans and reports to include Integrated Logistic Support Plan (ILSP), Logistic Resources Funding Summary (LRFS), User's Logistic Support Summary (ULSS), Maintenance Plan, Depot Plan, Material Support Date (MSD) Transition Plan, Program Support Data (PSD), Configuration Management (CM) Plan, Training Planning Process Methodology (TRPPM), Navy Training Systems Plan (NTSP), Job Task Analysis (JTA), Training System Installation Plan (TSIP), Computer Resources Life Cycle Management Plan (CRLCMP), Packaging, Handling, Storage and Transportation (PHS&T), Program Environmental, Health and Safety (PEHSE), ILS Certification, Unique Identification (UID) Plan and Diminishing Manufacturing Sources and Material Shortages (DMSMS) Plan.	Includes: - Studies and Plans, ILSP, LRFS, Depot Plan, ULSS, TRPPM, NTSP, TSIP, Maintenance Plan, MSD Transition Planning, CRLCMP, PHS&T, Containers, PSD Development, CRLCMP, PESHE, ILS Certification, UID, DMSMS
3.1.3	Logistics Management		
3.1.3.1	Logistics Management Policy	Provide logistics policy for the SPAWAR claimancy to ensure sustainable products are acquired and sustained per Fleet requirements.	
3.1.3.2	Logistics Management Assessment	Provide PEOs with an assessment at of whether acquisitions will meet sustainability goals after fielding, at IOC and FOC, whether PEO products continue to achieve required fleet operational availability per DoN requirements.	

3.1.3.3	Logistics Management Acquisition	Logistics management acquisition directly associated with the Prime Mission Product to include activities throughout the system development cycle to ensure the design and acquisition of cost-effective, supportable systems and to ensure that these systems are provided to the user with the necessary support infrastructure for achieving the user's peacetime and wartime readiness requirements. These activities include establishing logistics support concepts, analysis, data and resources in the development, coordination and management of Integrated Logistics Support (ILS) products and services. Specific integrated logistics support planning may include the following: Configuration Management/Status Accounting, Supply Support/Supply Management, System Training Planning and Implementation, Maintenance Engineering and Planning, Systems Integration/Engineering, Systems Operation and Maintenance Training and Technical Manuals, Reliability and Maintainability/System Safety assessments, and Cost/Schedule (Program) Control. Participate in conducting supportability studies, reliability and maintainability analyses, and assessments and remedial actions as required. Translate requirements to specifications and coordinate development of Integrated Logistics Support Plans (ILSP), Maintenance Concepts/Plans, Navy Training Support Plans (NTSP), Acquisition Management Plans, Logistics Requirements and Funding Summaries (LRFS), Program Support Data Sheets (PSD), Warranty Plans and Assessments, Logistics Support Systems	Includes: - Studies and Plans, ILSP, LRFS, Depot Plan, ULSS, TRPPM, NTSP, TSIP, Maintenance Plan, MSD Transition Planning, CRLCMP, PHS&T, Containers, PSD Development, CRLCMP, PESHE, ILS Certification, UID, DMSMS
3.1.3.4	PBL Business Case Analysis (BCA)	A PBL BCA is a decision making tool used to estimate the costs between alternative support strategies (i.e., traditional or existing vs. proposed alternative). The BCA compares the total estimated product support costs between the baseline support strategy and a proposed PBL support strategy to determine the best value means of supporting a system, subsystem, or component.	
3.1.4	ADP Support	ADP functions directly associated with a Prime Mission Product, including development, maintenance, and operations of applications used to support program/project execution objectives (to include Business and financial systems, as well as web-site operation/maintenance and webmaster support for Program office web sites for information collection and dissemination).	Includes: - Program web sites, business financial systems.
3.1.5	Contract Management	Contract management, including activities associated with Contract Preparation through Contract Award and Contract Management /Execution.	Includes contract management directly associated with the Prime Mission Product and contract management in support of overhead/G&A requirements.
3.1.5.1	Planning	Defining requirements, performing market research, developing acquisition planning and strategy, conducting contract planning conference.	Includes: - Products that support planning for contract award or modification. May include Broad Area Announcements, Determination and Findings, FEDBIZOPP, market research findings, J&As.
3.1.5.2	Solicitation	Preparing the solicitation; publicizing the planned procurement; amending the solicitation, as necessary; communicating with the offerors, as necessary; and receiving the offers.	Includes: - SOWs, SOOs, CDRLS, RFPs, security documentation, Small Business coordination, market research, wage determination, certified cost and pricing waivers, protest litigation, MOPAS.
3.1.5.3	Evaluation	Evaluation of proposals received in response to solicitation; identification of the strengths, weaknesses, significant weaknesses, and deficiencies contained in the proposals; and providing a sound basis for the source selection authority (SSA) or procuring contracting officer (PCO) to make an informed and defensible award decision.	Includes: - Oral presentations, establishing competitive range and holding discussions, pre-award debriefings, field pricing assistance, final proposal revision, completion of source selection reports, and business clearances.
3.1.5.4	Negotiation	Discussions that occur between the PCO and each offeror within the competitive range and permit the offeror to revise or modify their proposal to correct any perceived weakness that would preclude award without discussions.	
3.1.5.5	Award	Efforts associated with the award of a contract.	Includes: - Pre-award notification to unsuccessful offerors, award announcements, post-award debriefings, assignment of contract administration/COR and contract/modification distribution.
3.1.5.6	Post Award Administration	Post-award contract actions.	Includes: - TDL's, post-award conferences, contract modifications, contract terminations, Contractor Performance Assessment Reporting System (CPARS), contract completion and closeout.
3.1.5.7	Policy Support	Efforts needed to interpret and implement acquisition policy and keep workforce up to date on the latest changes in the acquisition process.	Includes: - Interpreting statutes, developing implementing guidance, training the workforce, monitoring compliance and gathering, analyzing and submitting data calls for higher level review.
3.1.5.8	Contract Systems/Procurement Automation	Includes all costs associated with the development, procurement, maintenance, systems/database administration, and license fees for Command/PFO wide contract/procurement systems and applications.	Includes : system administration of PD2 (SPS), WAWF, FPDS-NG, EDA
3.1.6	Travel	All travel costs, to include airfare, lodging, meals and incidental expenses.	Includes the cost of travel for EII CIV/MIL and EIII travel costs not directly associated with a product/project.
3.1.7	Cost Estimation and Analysis	Cost and Affordability, Cost as An Independent Variable (CAIV) & Program Life Cycle Cost. The planning of Programs based on realistic projections of the dollars and manpower likely to be available in future years, identifying the total costs of ownership and the major drivers of total ownership costs, and addressing affordability in establishing capability needs.	Includes: - PLCEE development; support to ICE and the DoD Component cost position; support of CAIG, NCCA, and SYSCOM Cost Organization; special cost studies; sensitivity analysis; cost risk analysis; Business Case Analysis; response to FMS P&As; any other cost estimation/analysis. - Cost estimating software procurement/licenses and Command Cost Systems/Database administration.



		Legal services relating to the acquisition and program procurement of major C4ISR, Enterprise Information Technology (IT), and Space systems and capabilities, equipment, goods, and services, including the fiscal, accounting, and budgetary aspects thereof. Legal advice provided for all phases of acquisition process, including claims and disputes.	Includes: - Accurate legal reviews and advice/opinions to help ensure compliance with applicable statutes and regulations relating to contracting actions, both pre and post contract award and administration of contracts; proper use of funds for those contracts, and required contract litigation support. The evaluation of contract claims asserted by or against the Navy; FMS and international agreements, including co-production, cooperative research and development and related agreements, and matters relating to the Arms Export Control Act; all matters within the field of intellectual property, including patents, invention disclosures, trademarks, copyrights, royalty payments, technical data, infringement claims/litigation and similar matters.
3.1.8	Legal		
3.1.9	FMS - Pre-LOR		
3.1.9.1	Identify & Analyze Requirements	Processing/responding to requests for Pre-LOR information; reviewing/processing/providing guidance on export licenses; developing; coordinating/consulting on disclosure issues/policies; tracking/reporting RFPs; development/coordination/negotiation & finalization of International Agreements; assisting customer with LOR preparation and FMS processes.	
3.1.9.2	External Communication Activities to Generate & Identify Rqmts	Development of Cooperative Programs (Foreign Comparative Testing/Defense Acquisition Challenge).	
3.1.9.3	Develop Proposed Solutions	Provide information/support for Direct Commercial Sales; determine FMS case structure (DCS, FMS, Hybrid); develop and coordinate Data Exchange Agreement Annexes.	
3.1.10	FMS - Case Development		
3.1.10.1	Review & Validate LOR/and/or Standardized Tng List (STL)	Processing LOR.	
3.1.10.2	Initiate LOA, Amendment, Modification, P&A, Notifications	Preparation/development of Congressional notifications; processing/development/review of P&A package; <del>processing/development/review of amendments &amp; modifications.</del>	
3.1.10.3	Provide LOA Data	Coordination with field activities & contractors to develop price, manpower requirements & schedule; development of non-recurring costs.	
3.1.11	FMS - Case Execution		
3.1.11.1	Implement FMS Case/IMEPT Country Allocations	Develop detailed acquisition/transportation/training/logistics plans, ITO & training schools, taskers to others (ACQ PMs, field activities, teams IPTs) <del>(provisioning, definition, allowances, outfitting, GFF).</del>	
3.1.11.2	Produce FMS Funding Docs/Contract Development Planning	Case financial requirements; pre-award procurement actions; procurement award; post-award procurement actions.	
3.1.11.3	FMS Order Fulfillment/Country Allocations Transactions	Allowance development activities; logistics program management; initiate/process stock-issued requisitions; process/maintain casualty reports; process/maintain NMCS; development and maintenance of TRIL; <del>coordination/tracking repair issues; FMS outfitting functions/ review/process Supply Discrepancy Reports.</del>	
3.1.11.4	Manage FMS Deliveries of Articles and/or Services	Case technical/engineering services.	
3.1.11.5	Manage FMS/Monitor FMS Case/Country Allocations Execution	Execution/management/monitoring cases; active case reconciliation; participation in customer reviews (PMRs, FMRs, CRRs, SAMRs, TPMRs); <del>coordination &amp; resolution of delivery issues.</del>	
3.1.11.6	Support Other SYSCOMs/Activities	Support other CAO case management requirements; export control functions; maintain OA and manage PDLIs; post/maintain ACRN & requisition level financial data; resolve financial exceptions; resolve pre-validation rejects; adjustment of financial data on other CAO managed cases; resolve shipped/unbilled; coordination of financial reporting system inputs; support transportation & freight/material handling issues; process controlled exceptions; review/process Supply Discrepancy Reports (SDRs).	
3.1.12	FMS - Case Closure		
3.1.12.1	Verify/Reconcile Supply/Service Complete Cases	Reconciliation of financial system and documents for closure; SSC & subsequent activities for claimant managed cases and other CAO managed cases; <del>coordination of DON Case Closure Program with NIPO.</del>	
3.1.12.2	Close Case	Preparation of closure package (normal & backlog closure process) & reduction of case value; finalization of interim closed cases; final case closure certification/retract/reopen; monitor case closure activities.	
3.1.13	FMS - Business Sustaining		
3.1.13.1	Manage Information/Support Required Reporting	Development/preparation of metrics/policies; Security Cooperation conferences, briefings & meetings not directly related to a specific FMS case; assistance with Country Summary papers, flag visits, in-country visits by higher echelon personnel, courtesy calls; participation in NIPO ABC project.	
3.1.13.2	Develop SA Workforce	FOSCO training; IP training; NSPS appraisal process; coordinate Engineer and Scientist Exchange Program assignments.	
3.1.13.3	Perform General Administrative Functions	NMCI functions/help desk support; facility management activities; SAFR spt activities.	
3.1.13.4	Receive, Interpret, & Analyze SA Policy	Development and participation in SA Policy/Procedure activities/meetings.	
3.1.13.5	Manage Contractor Support Services (CSS)	COR duties; Commercial Buying Program.	
3.1.13.6	Manage Resources	Formulation & execution of POM/Budget; preparation & processing of travel orders/vouchers; <del>manpower activities.</del>	
3.1.13.7	Improve Processes	LSS project activities & other business process reengineering activities.	
3.1.13.8	Support Business Sustaining Requests for Information (RFI)	Development of strategies/plans for DoN International efforts/agreements; coordinate with regional COCOMS to maintain list of Warfare & capability priorities.	
3.1.13.9	Oversee & Support Database Management (Dev/Maintain)	Participation in IT WG's/IPTs; maintain DSAMS; spt MISIL/E-business.	
3.1.13.10	Other	Participation in other business sustaining activities/special projects.	

		Services of a technical nature that are directly associated with the efforts of directing and controlling a totally integrated engineering effort of a Prime Mission Product. This element is a roll-up of costs associated with lower levels.	Support services for system engineering associated with a Product, includes such functions as translating operational requirements into functional allocations, developing error budgets, and allocating functions to system components. Excludes: (1) actual design engineering and the production engineering directly related to the WBS element with which it is associated (1.1/2.1), and (2) systems engineering effort that can be associated specifically with the equipment (hardware / software) element (sub-elements of 1.1 or 2.1), and (3) efforts covered in other WBS elements, for example: a. risk management associated with 3.1.1 (Acquisition Management); b. training plan preparation and related ILS documentation support associated with 3.1.3 (Logistics Management); c. implementation and execution of configuration management and configuration status accounting associated with 3.2.8 (Configuration Management); d. analysis of reliability, maintainability, and availability and supportability assessments associated with 3.2.9 (Logistics Engineering); e. maintaining a master engineering specification and establishing a drawing depository service associated with 3.5.5 (Data Repository); f. update, maintenance, modification, integration, and configuration management of software associated with 4.6.1 (Software Maintenance);h. developing and reviewing CM plans, specs and procedures, ECPs and field changes; maintaining and updating maintenance inspection criteria and procedures, assisting in design reviews, evaluating and validating maintenance actions and their frequency, evaluating or performing testing services or field changes, recommending improvements to test procedures, reviewing technical content of training materials, recommending updates to training materials, etc. associated with sub-elements of 4.7 (ISEA).
3.2	Systems Engineering		
3.2.1	Studies & Design	System definition, overall system design, design integrity analysis, system optimization, system/cost effectiveness analysis, and intra-system and inter-system compatibility assurance; the integration and balancing of reliability, maintainability, producibility, safety, human health, environmental protection, and survivability; security requirements, configuration management and configuration control; quality assurance program, value engineering, preparation of equipment and component performance specifications, design of test and demonstration plans; determination of software development or software test facility/ environment requirements.	Includes: - Design Studies, AoAs, POM Studies, Trade Studies
3.2.2	Architecture	Operational System of Systems (SoS) and System Level Architecting, modeling and simulation, verification and validation and external interface definition and management.	Includes: - Information Support Plan (contains OV, SV, and TV)
3.2.3	Human Systems Integration	The engineering process and the series of tasks required to define, as a comprehensive technical and engineering effort, the integration of doctrine, manpower, and personnel integration, materiel development, operational effectiveness, human characteristics, skill capabilities, training, manning implication, and other related elements into a comprehensive effort.	Includes: - HSI Plan.
3.2.4	Technical Authority	Services in the execution of Technical Authority - establishment, monitoring, and approval of technical standards, tools, and processes in conformance with higher authority policy, requirements, architectures and standards.	
3.2.5	Certification Authority	Providing technical judgment of the system's compliance with stated requirements, identifying and assessing the risks associated with operating the system, coordinating the certification activities, and consolidating the final certification and accreditation package	Includes: Certification Process and Approvals, Navy C&A Recommendation for IATO/ATO to ODAA
3.2.6	Systems Engineering Management	Preparation of the Systems Engineering Plan (SEP), specification tree, program risk analysis, system planning, decision control process, technical performance measurement, technical reviews, subcontractor and vendor reviews, work authorization, and technical documentation control.	Includes: - SEP, Risk Management Plan, Technology Data Package
3.2.7	Requirements Analysis	Development of system specifications, roadmaps, product strategies.	Includes: - CDD, CPD, functional and allocated baselines, Requirements Traceability Matrix, Systems Performance Specifications (SPS)
3.2.8	Configuration Management	Configuration Management directly associated with prime mission product including implementation and execution of configuration management and configuration status accounting & audits.	
3.2.9	Logistics Engineering	Reliability, Maintainability, and Availability (R,M&A) analysis; Design-Interface analysis; and Environmental Safety and Health (E,S&H) analysis (HAZMAT). Conduct of logistics trade studies; logistics assessments and other supportability assessments directly associated with a prime mission product. Conduct of Level-of-Repair Analysis (LORA) and other maintenance analysis evaluations such as Reliability Centered Maintenance (RCM) and Planned Maintenance System (PMS) analysis. Preparation of Provisioning Technical Documentation (PTD), standardization and parts control.	

		<p>Evaluations using prototype, production, or specifically fabricated hardware/software directly associated with a Prime Mission Product to obtain or validate engineering data on the performance of the system. This includes DT&amp;E, OT&amp;E, FOT&amp;E, etc. This element is a roll-up of costs associated with lower levels.</p> <p>Excludes:</p> <p>(1) All formal and informal testing up through the subsystem level which can be associated with lower level hardware/software elements;</p> <p>(2) acceptance testing.</p>	<p>Includes:</p> <ul style="list-style-type: none"> <li>- Detailed planning, conduct, support, data reduction and reports (excluding the Contract Data Requirements List data) from such testing, and all hardware/software items which are consumed or planned to be consumed in the conduct of such testing;</li> <li>- All effort associated with the production of models, specimens, fixtures, and instrumentation in support of the system level test program.</li> <li>- The special test facilities required for performance of the various developmental tests necessary to prove the design and reliability of the system or subsystem.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>- Brick and mortar-type facilities identified as industrial facilities.</li> </ul> <p>NOTE: Test articles which are complete units (i.e., functionally configured as required by specifications) are excluded from this work breakdown structure element.</p>
3.3	System Test & Evaluation		
3.3.1	System DT&E	Evaluations and demonstrations/operational assessments using prototype, production, or specifically fabricated hardware/software directly associated with a Prime Mission Product to obtain or validate engineering data on the performance of the system during DT&E. This includes installation, training and support of experimental systems.	
3.3.2	System OT&E	Evaluations using prototype, production, or specifically fabricated hardware/software directly associated with a Prime Mission Product to obtain or validate engineering data on the performance of the system during OT&E.	
3.3.3	System FOT&E	Evaluations using prototype, production, or specifically fabricated hardware/software directly associated with a Prime Mission Product to obtain or validate engineering data on the performance of the system during FOT&E.	
3.4	Platform/Site Activation/Installation	Captures all costs associated with the installation/activation of a Prime Mission Product at a site or platform. This element is a roll-up of costs associated with lower levels.	
3.4.1	Installation Planning	Activities that result in the delivery and integration of new capability into existing and new platforms, relocation of existing capability, and even the removal of capability. Functions include platform modernization planning, installation planning and design for existing platforms, as well as transition and integration planning and design for newly built platforms. These functions result in activities that develop fielding plans, risk mitigation plans, Installation Requirement Drawings, Installation Control Drawings, test plans (i.e., SOVTs), Work Scopes, cost estimates, Work Plans, install schedules, contractor task statements, Site Survey Reports, installation BESEPs, MILCON BESEPs, QA Plans, Transition & Cutover Plans, IDPs, SIDs, and OJT materials. It includes conducting site surveys or ship checks to gather information for planning and design purposes. It includes activities to prepare installation approval documentation (i.e., SCDs or JCFs & SARs, Site Approval associated with HERO, HEMP, HERF, Italian Mixed Commission, etc.) and to obtain installation approval via C5IMP, and FRCB.	<p>Includes:</p> <ul style="list-style-type: none"> <li>- Includes Government oversight, PEO SPIDER, SPIDER Fielding Plan, SHIPMAIN Documents; SPAWAR PEO Integrated Data Environment and Repository (SPIDER) entry and maintenance. PMW Fielding Plan inputs to SPIDER. Drafting and/or reviewing SHIPMAIN documentation. Entering initial SHIPMAIN documents into SPIDER.</li> </ul>
3.4.2	Installation Design	Specific costs to prepare for actual installation. This includes, but is not limited to, all recurring DSA costs such as site survey/ship checks, SIDS, and drawings, as well as, Training System Installation Plan (TSIP) and IDP.	
3.4.3	System Installation & Turnover	Functions include fabrication, production, integration, testing, training, system activation & operational transition, and quality assurance. These functions result in activities that include ordering of installation material, pre-installation production/assembly and testing of systems, staging and shipping of installation materials, on-site installation and System Operational Verification Testing (SOVT), training, operational cutover, ILS material delivery, CDMD-OA validation, completion of As-builts, incomplete work item tracking & resolution, writing Completion Messages, removing and disposing of material/equipment, installation documentation archiving, cost	<p>Includes:</p> <ul style="list-style-type: none"> <li>- A specific quantity of PMP installed at a specific location or on a specific platform. Also includes BGSIT issues</li> </ul>
3.4.4	Installation Policy and Process Development	Functions include development & implementation of installation policy and standardized process, compliance assessment, and installation process training. These functions result in activities that include participating in reviews and updates to Navy related modernization and installation policies, development of SPAWAR instructions and notices for implementation of installation related policies, establishment of SPAWAR standardized installation processes, the management of enterprise tools (i.e., SPIDER, Installation Document Repository, CE Tracker, IMONET) that support installation processes and retention/archival of important "installation records", and conducting compliance reviews.	
3.4.5	Installation Process and Risk Assessment	Activities performed for a class of installs/activations, directly associated with the Prime Mission Product, for reviews, appraisals and assessments of policy and processes compliance. Activities include risk assessments such as SPAWAR CCB, C5IMP, FRCB, Shore compliance reviews, IMO performance metrics and other audits.	
3.5	Data	The deliverable data required to be listed on a Contract Data Requirements List, DD Form 1423 directly associated with a Prime Mission Product. This element is a roll-up of costs associated with lower levels.	
3.5.1	Technical Publications	Technical data directly associated with a Prime Mission Product that provides instructions for the installation, operation, maintenance, training, and support. Typically formatted to form technical manual. Data may be presented in any form (paper or electronic). Includes management and changes to these publications.	<p>Includes:</p> <ul style="list-style-type: none"> <li>- Development and procurement of Technical Manuals, operation and maintenance instructions, parts lists or parts breakdown, and related technical information or procedures exclusive of administrative procedures.</li> <li>- Data item descriptions set forth in categories selected from the Acquisition Management Systems and Data Requirements Control List (DoD 5010.12-L).</li> </ul>

		Engineering data defines and documents an engineering design or product configuration (sufficient to allow duplication of the original items) and is used to support production, engineering, installation, and logistics activities directly associated with a Prime Mission Product. Recorded scientific or technical information (regardless of the form or method of recording) including computer software documentation.	Includes: - All final plans, procedures, reports, and documentation pertaining to systems, subsystems, computer and computer resource programs, component engineering, operational testing, human factors, reliability, availability, and maintainability, and other engineering analysis, etc. - Technical data package (reprocurement package) which includes all engineering drawings, associated lists, process descriptions, and other documents defining physical geometry, material composition, and performance procedures. Excludes: - Computer software or financial, administrative, cost or pricing, management data or other information incidental to contract administration.
3.5.2	Engineering Data		
3.5.3	Management Data	Managerial data items necessary for configuration management, cost, schedule, contractual data management, program management, etc., required by the government in accordance with functional categories selected from the DODISS and DoD 5010.12-L directly associated with a Prime Mission Product.	Includes: - Contractor cost reports, cost performance reports, contract funds status reports, schedules, milestones, networks, integrated support plans, etc. - Cost of data only, if separately priced.
3.5.4	Logistics Management Information	Information required to perform acquisition logistics management functions when acquiring support and support-related engineering and logistics data from contractors directly associated with a Prime Mission Product.	Includes: - Supply; general maintenance plans and reports; training data; transportation, handling, storage, and packaging information; facilities data; data to support the provisioning process and all other support data; and software supportability planning and software support transition planning documents. - Cost of data only, if separately priced.
3.5.5	Data Repository	The facility designated to act as custodian to maintain a master engineering specification and establish a drawing depository service for government approved documents that are the property of the U.S. Government. As custodian for the government, the depository, authorized by approved change orders, maintains these master documents at the latest approved revision level. This facility is a distinct entity.	Includes: - All drafting and clerical effort necessary to maintain documents.  Excludes: - All similar effort for facility's specification and drawing control system, in support of its engineering and production activities. NOTE: When documentation is called for on a given item of data retained in the depository, the charges (if charged as direct) will be to the appropriate data element.
3.5.6	Integrated Data Environment (IDE)	The operating framework for sharing information from physically separated users. The IDE uses value-added networks to provide a unified and consistent interface for users to obtain data and information.	Includes: - The system operation and maintenance of the Horizontal Integrated Data Environment (HIDE).
3.5.7	Document and Content Management	Document and Content Management processes and technologies that support the evolutionary life cycle of digital information (referred to as digital content) that requires management.	
3.6	Initial Spares	The initial deliverable spare components, assemblies and subassemblies used for initial replacement purposes in the materiel system equipment end item directly associated with a Prime Mission Product.	Includes: - On Board Repair Parts (OBRPs), Depot Spares, Installation and Check Out (INCO) (instead of PLATFORM/SITE ACTIVATION/INSTALLATION, 3.4) Spares and Maintenance Assist Modules (MAMs)
3.7	Support Equipment	The items required to support and maintain the Prime Mission Product, or portions of the Prime Mission Product, while it is not directly engaged in the performance of its mission. This includes both Peculiar and Common Support equipment. This element is a roll-up of costs associated with lower levels.	
3.7.1	Peculiar Support Equipment	The design, development, and production of those deliverable items and associated software required to support and maintain the Prime Mission Product, or portions of the Prime Mission Product, while it is not directly engaged in the performance of its mission. These items are unique (peculiar) to the supporting the Prime Mission Product, and are not common support equipment.	Includes: - Vehicles, equipment, tools, etc., used to fuel, service, transport, hoist, repair, overhaul, assemble, disassemble, test, inspect, or otherwise maintain mission equipment; - Any production of duplicate or modified factory test or tooling equipment delivered to the government for use in maintaining the system. (Factory test and tooling equipment initially used by the contractor in the production process but subsequently delivered to the government will be included as cost of the item produced.) - Any additional equipment or software required to maintain or modify the software portions of the system. Excludes: - Overall planning, management and task analysis functions inherent in the work breakdown structure elements, Systems Engineering/Program Management. - Common support equipment, presently in the DoD inventory or commercially available, bought by the using command, not by the acquiring command. - Test measurement and diagnostic equipment, precision measuring equipment, automatic test equipment, manual test equipment, automatic test systems, test program sets, appropriate interconnect devices, automated load modules, taps, and related software, firmware and support hardware (power supply equipment, etc.) used at all levels of maintenance. - Packages which enable line or shop replaceable units, printed circuit boards, or similar items to be diagnosed using
3.7.2	Common Support Equipment	The items required to support and maintain the Prime Mission Product, or portions of the Prime Mission Product, while it is not directly engaged in the performance of its mission. These items are used to support and maintain by other products and therefore are considered common. Items are typically in the DoD inventory for support of other systems.	Includes: - Acquisition of additional quantities of this equipment needed to support the item. - All efforts required to assure the availability of this equipment to support the item. - Test measurement and diagnostic equipment, precision measuring equipment, automatic test equipment, manual test equipment, automatic test systems, test program sets, appropriate interconnect devices, automated load modules, taps, and related software, firmware and support hardware (power supply equipment, etc.) used at all levels of maintenance. - Packages which enable line or shop replaceable units, printed circuit boards, or similar items to be diagnosed using automatic test equipment.

3.8	Facilities (PMP)	The construction, conversion, or expansion of industrial facilities for the production, inventory, and contractor depot maintenance that are directly associated with a Prime Mission Product. This element is a roll-up of costs associated with lower levels. Excludes: Facilities specifically identified in other elements, e.g., 3.3 Systems T&E, 3.6.5 Data Repository, and 3.9 Initial Training.	
3.8.1	Construction/Conversion/Expansion (PMP Facilities)	The real estate and preparation of system peculiar industrial facilities for production, inventory, depot maintenance, and other related activities.	
3.8.2	Equipment Acquisition/Modernization (PMP Facilities)	The procurement of equipment or transfer of equipment necessary to outfit a facility for the development, production, acquisition, modernization directly associated with a Prime Mission Product. (Pertains to government owned and leased equipment under facilities contract.)	Includes: - Lab equipment.
3.8.3	Maintenance (PMP Facilities)	The maintenance, preservation, and repair of industrial facilities and equipment directly associated with the production and modernization of a Prime Mission Product.	
3.8.4	Experimentation (PMP Facilities)	The physical layouts, technology refresh and preparation of facilities in support of experimentation, integrated technology demonstrations, and war games directly associated with a Prime Mission Product. Provides connectivity to distributed experimental networks and distributed collaborative environments.	
3.9	Initial Training (Train the Trainer)	The initial training services, devices, accessories, aids, equipment, and parts used to establish and facilitate initial instruction of personnel to operate and maintain the system with maximum efficiency directly associated with a Prime Mission Product. This does not include installation training included in 3.4.3. System Turnover or Training & Manning (after IOC). This element is a roll-up of costs associated with lower levels.	Includes: - All effort associated with the design, development, and production of deliverable training equipment as well as the execution of training services. Excludes: - Overall planning, management, and task analysis function inherent in the WBS element Systems Engineering/Program Management.
3.9.1	Initial Training Equipment	Initial set of distinctive deliverable end items of training equipment, assigned by either a contractor or military service, required to meet specific training objectives directly associated with a Prime Mission Product.	
3.9.2	Initial Training Services	The initial training services used to establish and facilitate initial instruction of personnel to operate and maintain the system with maximum efficiency directly associated with a Prime Mission Product. It includes the development of training courses for installation, formal schoolhouse training, and initial/contractor training services. This does not include installation training included in 3.4.3, Training & Manning (after IOC) included with 4.6.2.	Includes: - Development of Training Courses; Initial/Contractor Training services, Train the Trainer services. - Training course materials; contractor-conducted training (in-plant and service training); and the materials and curriculum required to design, execute, and produce a contractor developed training program; - Material, courses, and associated documentation (primarily the computer software, courses and training aids). Excludes: - Deliverable training data associated with the WBS element Logistics Management Information.
3.9.3	Training Facilities	Special facilities construction necessary to accomplish training objectives directly associated with a Prime Mission Product	Includes: - Modification or rehabilitation of existing facilities used to accomplish training objectives. Excludes: - Installed equipment used to acquaint the trainee with the system or establish trainee proficiency. - The brick and mortar-type facilities identified as industrial facilities.
4	OPERATIONS AND SUPPORT	Costs associated with the operation and maintenance of a system or product (Prime Mission Product). This element is a roll-up of costs associated with lower level elements.	
4.1	Mission Personnel	Manpower necessary to operate and maintain a system. Includes base pay, allowances, other entitlements and government contributions to FICA and SGLI.	<b>Cost Estimating Only.</b> Normally this element only applies for Fleet/BUPERS personnel costs in a TOC/PLCCE/EA Cost Estimate. Note: Not to be confused with Site Operations and Support, 4.6.5 Site Operations/Support.
4.2	Unit Level Consumption	Fuel and energy resources; operations, maintenance, and support materials consumed at the unit level; stock fund reimbursements for depot-level repairable; transportation in support of deployed unit training; and other unit-level consumption costs, such as purchased services (e.g., equipment leases and service contracts). This element is a roll-up of costs associated with lower levels.	<b>Cost Estimating Only.</b> Although normally this is a Fleet cost and applies to items that are managed through the supply system, it would apply for program costs for a warrantee or maintenance contract post IOC, maintenance costs, or replenishment spares.
4.2.1	Cons Matl./Repair Parts/Supplies	The cost of repair parts and supplies utilized by personnel performing corrective maintenance on the system.	<b>Cost Estimating Only</b>
4.2.2	Depot Level Repairables	Unit-level cost of reimbursing the stock fund for purchases of depot-level repairable (DLR) spares (also referred to as exchangeable) used to replace initial stocks. DLRs may include repairable individual parts, assemblies, or subassemblies that are required on a recurring basis for the repair of major and items of equipment.	<b>Cost Estimating Only</b>
4.2.3	Other Unit Level Consumption	Transportation of unit personnel and materials in support of deployed unit training; and other unit-level consumption costs, such as purchased services (e.g., equipment leases and service contracts).	<b>Cost Estimating Only.</b> Not to be confused with leases in Purchased Services, 1.1.4 & 2.1.4.
4.3	Intermediate Maintenance	Labor and materials and other costs expended by designated Intermediate Maintenance Activities (IMAs) in support of a primary system and associated support equipment. Intermediate maintenance activities include calibration, repair, and replacement of parts, components, or assemblies, and technical assistance. This element is a roll-up of costs associated with lower levels.	<b>Cost Estimating Only.</b> This applies to maintenance performed at an IMA (SIMA, Repair Ship or Tender); generally not a program cost.
4.3.1	Maintenance	Cost of performing intermediate maintenance on a defense system, its components, and associated support equipment.	<b>Cost Estimating Only</b>
4.3.2	Cons Matl./Repair Parts	The cost of repair parts and supplies utilized by personnel performing intermediate maintenance on the system.	<b>Cost Estimating Only</b>
4.4	Depot Maintenance	Labor, material, and overhead incurred in performing major overhauls or maintenance on a defense system, its components, and associated support equipment at centralized repair depots, contractor repair facilities, or on site by depot teams. Some depot maintenance activities occur at intervals ranging from several months to several years. As a result, the most useful method of portraying these costs is on an annual basis (e.g., costs per defense system per year) or an operating-hour basis. This element is a roll-up of costs associated with lower levels.	<b>Cost Estimating Only</b>
4.4.1	Overhaul and Rework	Labor, material, and overhead costs of regularly scheduled overhaul or rework of a system and associated support equipment. Costs for major subsystems that have different overhaul cycles should be reported separately within this element.	

4.4.2	Field Changes	The cost of procuring and installing modification kits and modification kit initial spares (after production and deployment) required for an electronic system and associated support and training equipment. Includes only those modification kits needed to achieve acceptable safety levels or overcome deficiencies mission capabilities, reliability, or maintenance. (Excludes modifications undertaken to provide additional operational capability as these are in 4.4.2.4)	
4.4.3	Design and Planning Services	Design Services program costs for drawings, alteration development support, scoping, and miscellaneous manuals and technical documentation necessary for completion. Costs for major overhaul drawings, alteration plans, and equipment	
4.4.4	Outfitting and Spares	Costs expended for the purchase of spares and other material required due to changes to the ship's COSAL	Cost Estimating Only
4.4.5	Cons Matl.\Repair Parts	The cost of repair parts and supplies utilized by personnel performing depot maintenance on the system.	Cost Estimating Only
4.5	Contractor Services (Post Production ILS)	Cost of contractor labor, materials, and overhead incurred in providing all or part of the logistics support to a ship, subsystems, or associated support equipment. Note: Contractor support during the pre-operational phase of a system is typically funded as a system development or investment cost. However, post-operational contractor support is an O&S cost and should be addressed in this element. This element is a roll-up of costs associated with lower levels.	This section applies to Program costs that are entirely (or near) maintained and logistically (full range of logistics support services, such as: maintenance, training, supply support, etc) supported by a contractor, for example SURTASS.
4.5.1	Interim Contractor Support	Interim contractor support (ICS) includes the burdened cost of contract labor, material, and assets used in providing temporary logistics support to an electronic system, subsystem, and associated support equipment. The purpose of ICS is to provide total or partial logistics support until a government maintenance capability is developed.	Usually only applies when ICS is the support concept for the system.
4.5.2	Contractor Logistics Support	Contractor logistics support (CLS) includes the burdened cost of contract labor, material, and assets used in providing support to an electronic system, subsystem, and associated support equipment. CLS funding covers depot maintenance and, as negotiated with the operating command, necessary organizational and intermediate maintenance activities. If CLS is selected as the primary means of support, all functional areas included in the CLS cost should be identified in the cost element documentation.	Usually only applies when CLS is the support concept for the system.
4.6	Sustaining Support	Cost of Software Maintenance, Training, Publications, Simulator Operations and Support Equipment Replacement. This element is a roll-up of costs associated with lower levels.	
4.6.1	Software Maintenance	Labor, material and overhead costs incurred by activities, government software centers, laboratories, or contractors for supporting the update, maintenance and modification, integration, and configuration management of software. Includes operational, maintenance, and diagnostic software programs for the installed equipment, support equipment, license fees, and training equipment.	Includes: - Yearly maintenance costs to support fielded software. - Yearly License Fees (initial license fees should be captured under 1.1.2/2.1.2). - Cost to operate a Software Support Activity (SSA).
4.6.2	Training (Sustainment)	The cost of training personnel to operate and maintain a system, including the cost of instructors and training equipment maintenance at formal schools. Includes C, D, F, G, and T course training and includes both officer and enlisted personnel training.	Includes: - Costs for training of administrators, operators and maintainers of a fielded system (post IOC). - Maintenance of training hardware. Note that initial training costs are in 3.9.2
4.6.3	Publications (Sustainment)	Computed cost of replenishment of publications ordered for the system.	Includes: - Replenishment costs for purchasing publications for a fielded system (Post IOC). Note that initial Technical Manuals development and procurement is in 3.5.1, Technical Publications
4.6.4	Simulator Operations	Cost incurred to provide, operate, and maintain on-site or centralized simulator training devices for a ship, subsystem, or associated support equipment	
4.6.5	Site Operations \ Site Support	Cost to operate and support a central government site or a contract-funded site required to support the continued operation of the system, such as a network operation center.	Includes: - Program's cost to operate a computer facility for the operation of fielded systems, for example at SITC.
4.6.6	Support Equipment Replacement	Costs incurred to replace equipment that is needed to support a system.	Includes: - Replacement only, Initial Support Equipment is in 3.7, Support Equipment.
4.7	In Service Engineering Activity (ISEA)	Cost of technical and engineering support including sustaining engineering and management support for systems and equipment, afloat and ashore, from completion of installation through end of life-cycle. Responsibilities include: Fleet Engineering Support, Configuration Management & Product Engineering Support, Help Desk, Maintenance Engineering Support, Performance & Maintenance Data Analysis, Repair Facilities, Life-Cycle Test Support, Training & Manning, Warranty Management. This element is a roll-up of costs associated with lower levels.	
4.7.1	Fleet Engineering Support	Cost of providing technical and engineering support including corrective maintenance actions on a defense system, its components, and associated support equipment, when actions are to correct problems resulting from design defects or repeated failures. Entering and tracking Distance Support (DS), TFBR, and Software support requests in the Enterprise Help Desk system (Remedy). Entering and tracking CASREPs in the CASREP Action Response and Tracking System (CARTS). Identify trends and establish corrective action by reviewing CASREPs, Distance Support actions, TFBRs, Help Desk Trouble Tickets, and engineering change proposals. The cost of repair parts and supplies utilized by personnel performing repair actions and costs associated with repair items prior to MSD.	
4.7.1.1	Fleet Engineering Support (ISEA)	Cost of providing technical and engineering support including corrective maintenance actions on a defense system, its components, and associated support equipment, when actions are to correct problems resulting from design defects or repeated failures. Entering and tracking Distance Support (DS), TFBR, and Software support requests in the Enterprise Help Desk system (Remedy). Entering and tracking CASREPs in the CASREP Action Response and Tracking System (CARTS). Identify trends and establish corrective action by reviewing CASREPs, Distance Support actions, TFBRs, Help Desk Trouble Tickets, and engineering change proposals. The cost of repair parts and supplies utilized by personnel performing repair actions and costs associated with repair items prior to MSD.	
4.7.1.2	ISEA Policy/Development of Common Practices	Any effort that addresses work on the In-Service Engineering Agent (ISEA) policy and common practices for established ISEAs to follow.	
4.7.1.3	C4I Readiness Support	Any interface to the Fleet on SPAWAR C4I product readiness. Specifically, personnel that track key C4I readiness issues onboard ships and shore stations and inform the SPAWAR Claimancy of issues that affect C4I Readiness.	Includes: - Readiness Officers, PMW Support Officers.
4.7.2	Configuration Management & Product Engineering Support	Developing and reviewing CM plans, specs and procedures, ECPs and Field Changes, and reviewing impact on performance reliability and safety. Scheduling and implementing field changes and other approved modifications.	

4.7.3	Help Desk	All costs, labor, material, and overhead to maintain a help desk, or provide help desk services, for system H/W and S/W support for the purpose of tracking and managing Fleet Engineering Support Requests under a single enterprise capability. Coordinating with Fleet customer and source of support providers. Tracking and reporting Distances Support actions, S/W support requests, CASREP status, trouble ticket metrics and trend data.	
4.7.3.1	Distance Support Policy	Any effort that involves work with Distance Support policy, governance or development or monitoring of policy and processes to ensure the support is affected properly and within established guidelines to the benefit of all entities involved.	
4.7.4	Maintenance Engineering Support	Maintaining and updating maintenance concepts, tasks and criteria for all levels of maintenance during the equipment/system life cycle. Maintaining documentation (repair standards, drawings, specifications, test procedures, PMS, ILS, APLs, COSAL, etc.) for technical accuracy and adequacy. Maintaining and updating maintenance inspection criteria and procedures for repair and overhaul of systems and equipment. Assisting in design reviews. Evaluating and validating maintenance actions and their frequency including Planned Maintenance System (PMS) and Technical Feedback Reports (TFBRs). Also includes the cost of providing and administering	
4.7.5	Performance & Maintenance Data Analysis	Collecting, analyzing and reporting Performance and Maintenance Data for cognizant C4ISR systems. Utilizes established operational and maintenance data reporting systems such as the 3M system, CASREPs, Help Desk, Supply System, and Failure Reporting Analysis and Corrective Actions System (FRACAS) to determine reliability, maintainability, and availability.	
4.7.5.1	Performance & Maintenance Data Analysis	Collecting, analyzing and reporting Performance and Maintenance Data for cognizant C4ISR systems. Utilizes established operational and maintenance data reporting systems such as the 3M system, CASREPs, Help Desk, Supply System, and Failure Reporting Analysis and Corrective Actions System (FRACAS) to determine reliability, maintainability, and availability.	
4.7.5.2	CASREP Data Analysis	Any effort that pertains to Casualty Report (CASREP) tracking, data collection, expediting, trend analysis, or preparation of periodic CASREP briefs and reports. This support includes data management through the design, maintenance and use of relational databases.	Includes: - CARTS Data Analysis Personnel.
4.7.6	Life Cycle Test Support	Life cycle testing support including evaluating or performing testing services, proofing support for equipment alterations or field changes. Recommending improvements to test procedures, General and Special Purpose Test Equipment (GPETE/SPETE), tools, jigs, and fixtures. Reviewing adequacy of test equipment storage, shipboard electronic workshops, standard workshop plans and tool allowances and recommend improvements as tasked. In certain situations tasking may require establishment of laboratory services and facilities to inspect and perform government and commercial repair procedures for systems and equipment.	
4.7.7	Training & Manning	Review technical content of training materials, recommend updates to training materials as required in conjunction with system or equipment improvements including field changes and conduct of on-the-job training (OJT) in conjunction with assist visits or accomplishing field changes.	
4.8	FSETS	The labor, material and overhead costs incurred providing comprehensive 7/24 C4ISR system engineering support to the Fleet by government and/or contract personnel for system operation, connectivity, and maintenance both at shore facilities and embarked on deployed units.	
4.9	Demilitarization and Disposal	The cost to phase out the system or sub-system to include removal, packaging, transportation to DRMO, preservation, disposal, storing, and related support equipment, publications and supporting documentation, special manufacturing processes, and database archiving and storage for the end of the life cycle.	Includes: - Removal of old equipment during installation of a major upgrade can be included in 3.4.3, System Installation and Turnover. Demilitarization and disposal should be included in this element.
5	MANAGEMENT & ADMINISTRATION		
5.1	Command/PEO Management and Administration		
5.1.1	General Management	General Leadership/Supervision, Travel Administration, Supplies and Personnel Training	
5.1.1.1	Supervision/Management - General	Workload management and oversight of a general nature, leadership/oversight of staff meetings, operations management, policy adherence and dissemination, objective setting, performance appraisal writing, civilian/military day-to-day people management.	
5.1.1.2	Travel Administration	Management and administration of travel arrangements and travel accounting. (Excludes ones booking their own travel).	
5.1.1.3	Supplies	Costs associated with supply purchases in support of the PD/PMW or "O" Codes.	Includes: - Purchase of items such as pens, paper, toner cartridges, reprographic support.
5.1.1.4	Training - Command Directed	Any training mandated by the employee's organization.	
5.1.1.5	Training - DAWIA/DAU	Any DAWIA- or DAU-related training, including exam preparation.	
5.1.1.6	Training - Skills Development	Any training taken to enhance a specific skill set (e.g., MS PowerPoint).	
5.1.2	Small Business and Inspection Administration	Management, planning, oversight and administration of small business program, SBIR, IG activities and audits.	
5.1.2.1	Small Business Programs	Administration of small business programs, except SBIR. Liaison with all other agencies regarding small business issues. Review of all procurements valued over \$10K for small business participation. Internal & external training on small business legislation, regulation and policy.	
5.1.2.2	Small Business Innovative Research (SBIR)	Activities related to administration of the Small Business Innovative Research Program.	
5.1.2.3	Evaluation, Investigation and Mgmt Control	Activities relating to establishment of policy for and management of, inspection, evaluation, investigation, management control, audit liaison, follow-up programs, and Inspector General.	
5.1.2.4	Audits	Support and/or data provided in cooperation with audit-related questions or activities.	
5.1.3	Total Force Management	Command/PEO management, planning, administration, reporting and oversight of Civilian, Active Duty and Reserve manpower, policies, strategies, training requirements, and A-76 studies.	
5.1.3.1	Workforce Planning/Human Capital Strategy	Activities related to development/dissemination of corporate strategy for utilization, tracking and reporting of human resources.	Includes: - POM/PR development, ASN/CNO workforce reviews, Team SPAWAR workforce reviews and plans development.
5.1.3.2	Civilian Personnel Policy and Programs	Execution of Department of Navy Human Resources Management directives and implementation guidance. Activities related to workforce shaping, employee/labor relations, pay and compensation policy, NSPS, EEO and Diversity workforce strategies, training and personnel development, organizational development, awards administration, staffing and position classification.	Includes: - Advice and assistance to serviced customers. - Execution of OPM, DOD, DON and SPAWAR human resource program guidance.
5.1.3.3	Civilian Manpower Planning	Civilian resource (billet) management, planning, tracking and reporting.	Includes: - Monthly and ad hoc reports, billet changes, BIN management, IW coordination.

5.1.3.4	Civilian Manpower Management	Admin Officer functions related to Total Force Management.	Includes: - RPA for hiring, separations, reorganizations, awards, NSPS support training administration, DAWIA support.
5.1.3.5	Military Manpower Planning	Military resource (billet) management, planning, tracking and reporting.	Includes: - Monthly and ad hoc reports, billet changes, BIN management, IW coordination.
5.1.3.6	Military Manpower Management/Actions	Administrative functions related to Military Manpower	Includes: - IA, evals, awards, etc.
5.1.3.7	A76 Commercial Sourcing	Commercial Sourcing program management	Includes: - CA/IG Inventory update and maintenance, A-76 studies and reporting.
5.1.3.8	Reserve Admin and Readiness Management	Management of Reservist's mobilization/active readiness, service record management, Reserve correspondence, general personnel admin.	Includes: - Security clearances, GTCC APC, order writing, NAVPTO/SATO liaison, precertification training, Records Management, FITREPs and Awards and Board Management.
5.1.3.9	Reserve Manpower Management	Manpower and personnel management, planning, tracking, and reporting.	Includes: - APPLY and NSIPS Data management, RUAD oversight, personnel move, add, change, NOBC/NEC assignments, billet management.
5.1.3.10	Reserve Operations Management	Reserve Fleet Support and Program Support management and oversight.	Includes: - Operations in support of fleet C4ISR readiness; planning and scheduling and resourcing of fleet C4I requirements associated with Reserve support.
5.1.3.11	Training Program Management	Analysis and management of command training requirements.	Includes: - Review of training requirements, development of mitigation strategies, class scheduling. - Navy ERP Trainer Education and coordination of training program.
5.1.4	<b>INFORMATION TECHNOLOGY MANAGEMENT</b>	IT budget review, Clinger-Cohen Act support, applications management, computer/network defense & security, Information Assurance Oversight/training, and FISMA compliance. Also includes the labor/material costs for Command IT infrastructure: Servers, Application Hosting, Networks, System Administration (for IT that is not specific to another functional GWBS), Licenses (for IT that is not specific to another functional GWBS), applications/portal development & procurement, and Blackberries (excludes NMCI contract blackberries, use GWBS 5.1.12).	
5.1.4.1	Corporate Information Technology Applications Management	Ensuring DADMS accurately reflects usage of networks, servers, devices, databases, and applications; FAM support and migration service; maintenance of ISF Tools Database and Team SPAWAR command application list; Enterprise software license management.	Includes: - FAMs and DADMS related issues.
5.1.4.2	Information Resources Management	Non-NMCI IT review/approval for services/hardware; IT policy creation/implementation & compliance review.	
5.1.4.3	Information Technology Governance Strategy	Development, review and approval of Information Technology (IT) Governance processes.	
5.1.4.4	Information Technology Budget Management	Review and certification of the Information Technology (IT) Budget.	
5.1.4.5	Portfolio Management	Registration compliance with DITPR-DON portfolio management and support of Business Transformation Certification & Accreditation for Defense Business Systems, referencing DoD Enterprise and Information Architecture/Infrastructures.	Includes: - Privacy Act compliance monitoring; system COOP compliance; DoD Enterprise Architecture compliance.
5.1.4.6	Clinger-Cohen Act (CCA) Support	Clinger-Cohen Act (CCA) certification and policy support.	
5.1.4.7	Information Technology Operations	DMS services; management of RDT&E networks; CMS services; Lean Six Sigma.	Includes: - Oversight and management of the RDT&E unclassified and classified networks; CMS services and safeguards for Keymat materials; emergent IT implementation projects; Lean Six Sigma efforts for IT Ops.
5.1.4.8	IT Policy Development	Development and oversight of SPAWAR CIO IT Policies.	Includes: - Ensuring DON IT Policy is properly fielded and implemented throughout TEAM SPAWAR.
5.1.4.9	NMCI/IT Service Request Management	Management of HQ/PEO's NMCI/IT customer requirements including NMCI/IT management issues and processes; oversight of Echelon III's NMCI requirements and claimancy IT infrastructure and operations.	Includes: - Identification of local and enterprise NMCI/IT issues; providing local customer support; providing NMCI ordering, invoicing, asset management and expenditure tracking services; managing file share space; managing NMCI printer consumables and legacy/fax devices.
5.1.4.10	Telecommunications/Conference Support	Conference room and VTC scheduling services; maintenance of VTC equipment; telephone support services.	Includes: - Oversight of administrative support for telephone services to include designing telephone expansion efforts to support new users; maintaining VTC equipment including support for new service acquisition; coordinating classroom training facilities.
5.1.4.11	Information Technology Network Management	Technical management spt; infrastructure support; applications & web server maintenance & system admin support.	Includes: - CM for server and facility drawings: SSC-SD ISSA.
5.1.4.12	Information Assurance Management	Claimancy Information Assurance Program Manager (IAPM); HQ/PEO Information Assurance Manager (IAM).	Includes: - Coordination of Team SPAWAR responses to mandated security directives from DoD/Navy/NNWC. Core IAM functions for HQ/PEOs/SSCs. Preparation of Team SPAWAR responses to Communications Tasking Orders (CTOs) as directed by DoD and Navy. Monitoring user compliance with IA requirements for System Authorization Access Request (SAAR) forms and Annual IA Refresher training. Tracking and coordination of responses to
5.1.4.13	Information Assurance Workforce Management	Management of SPAWAR IA training in compliance with DoD 8570.01M (IA Workforce Training/Certification).	Includes: - Tracking of Team SPAWAR compliance with DoD 8570.01M requirements.
5.1.4.14	Information Assurance Policy Management	Development and management of Team SPAWAR IA policies. Coordination/review of external IA policies.	Includes: - Development of internal IA policies for Team SPAWAR.
5.1.4.15	Computer Network Defense (CND) and Network Security	Core technical functions to ensure SPAWAR RDT&E networks are fully compliant with DoD/DON/Navy SPAWAR IA Policies. Operation and maintenance of network security devices on SPAWAR RDT&E networks.	Includes: - Implementation of Information Assurance Vulnerability Management (IAVM) program for SPAWAR RDT&E networks. Implementation of system patches on RDT&E networks to meet mandated CTOs.
5.1.4.16	Certification and Accreditation (C&A)/Federal Information Security Management Act (FISMA)	Management of C&A and FISMA for Team SPAWAR. Ech II review of all Team SPAWAR C&A packages. Coordination of Team SPAWAR FISMA actions with DON CIO and NNWC.	Includes: - Triage review of all Team SPAWAR C&A packages targeted for Navy CA and NNWC ODAA. Coordination of C&A actions with SMEs from each PEO/HQ Directorate/SSCs. Coordination of Team SPAWAR FISMA requirements for ATOs, Annual System Security Reviews, Annual Security Controls Testing, and Annual Contingency Plans.
5.1.5	<b>Command Operations &amp; Support</b>	Command/PEO: common support and service agreement management; facilities engineering, maintenance and repair; workspace planning and purchases; facilities fees/leases, command security, safety, accountable property management, Cell Phones/Telephones/Pagers, and administrative "corporate and front office" activities.	Includes: Facilities maintenance/upgrades, janitorial services and Command vehicle repairs/rentals (not car rentals associated with travel 3.1.6)



5.1.5.1	Common Support & Service Management	Common support and service agreement management (Development and oversight of Support agreements, MOA's, terms of reference and other related inter-organizational documentation).	
5.1.5.2	Staff Civil Engineering Support	Activities related to facilities engineering issues, including compliance with engineering principles and Navy facilities regulations, instructions, policies and guidance, federal and Navy engineering, safety and building codes.	
5.1.5.3	Facilities Management & Support	Activities and costs related to repair and/or maintenance of enterprise facilities. Includes facility fees and leases.	
5.1.5.4	Workspace Planning & Management	Activities related to determination of space planning and design - interior or exterior. Includes the purchases of furniture and equipment for facilities	
5.1.5.5	Safety Management	Activities related to mishap investigation, safety education, and evacuation planning.	
5.1.5.6	Environmental Engineering & Support	Activities related to federal, state, local and Navy environmental rules, regulations and guidance.	
5.1.5.7	Physical Security	Activities related to the protection of personnel, property and national security interests; access control, badging to include CAC, visitor control, perimeter control, contract guards; key & lock control, safes/combos	
5.1.5.8	Industrial Security	Activities related to Industry Security, to include the facility clearance process, personnel security requirements, classified storage issues, classification management, guidance and local security procedures.	
5.1.5.9	Personnel Security	Activities related to acquiring/maintaining US government security clearances/access to classified information	
5.1.5.10	Information Security	Activities related to the protection of national security information/equipment, etc.; marking, safeguarding, transmitting, storing classified and/or controlled unclassified information	
5.1.5.11	Technology Transfer (Foreign Disclosure/Foreign Visits)	Activities related to review/authorization for release of classified/unclassified information/equipment to foreign governments and/or international organizations; receipt/review of requests for foreign visits.	
5.1.5.12	Administrative Support-"Front Office" Activity	Administrative support to "the front office" (including PMW, PD and "0" Codes). Services are administrative in nature encompassing Front Office secretarial services, action item tracking, and presentation preparations.	
5.1.5.13	Administrative Services-Corporate Admin	Command management of mail, files, correspondence, records, forms, directives, reprographics (printing costs), copier rentals/maintenance, etc.	Includes shipping costs not related to direct projects/PMP.
5.1.5.14	Purchase Card Administration (BU HA/APC/AO/CH activity)	Management of all purchase card activities. Includes review & approval of purchases.	
5.1.5.15	Accountable Property Management	Accounting and disposition of all SPAWAR OTC minor property into DPAS and subsequent transition into N-ERP.	
5.1.6	Corporate Strategy	Management, planning and oversight associated with Corporate strategy, business process improvements, knowledge management initiatives, Competency Aligned Organization, and special briefing preparation for external Command visits.	
5.1.6.1	Oversee Strategic Management Process	Management of the Strategic Management Process (SMP). Planning SMP improvement.	Includes: - Attendance at professional Strategic Management forums; conducting professional development activities specifically targeted at the SMP
5.1.6.2	Strategic Planning Activities	Collection of data (such as Navy Strategic Plans, leadership guidance, etc). Strategic plan analysis. Validation or revision of Mission/Vision/Values based on research findings. Update of strategic objectives.	Includes: - Strategic Plan/Map work.
5.1.6.3	Execution Planning/BSC Activities	Execution planning with middle management. Identification of measures and/or targets. Determination of performance requirements. Identification of initiatives or resources needed. Development of communications packages. Conduct of initiative project planning	Includes: - Balanced Scorecard effort; Annual Plan work.
5.1.6.4	Strategic Execution/Governance	Management of initiatives. Reporting of status (email, brief, etc; including preparation time). Preparation and submittal of recommendations to adjust strategy. Setting strategic performance objectives for organizations and/or individuals based on metrics and targets.	Includes: - Strategic Planning project effort.
5.1.6.5	Lean/Six Sigma Command Work	Management of Lean Six Sigma implementation and deployment activities across Team SPAWAR. Command representation for DoN-wide CPI/LSS engagement.	Includes: - Representation of Team SPAWAR and participation in DoN-wide LSS forums and working groups (such as financial, education and training, human resources, tools, metrics) in support of DoN CPI/LSS institutionalization. LSS deployment lead for Team SPAWAR and for SPAWAR HQ. Conduct of SYSCOM LSS implementation briefings to senior executive classes. Preparation and management of deployment strategy for implementation of LSS change management across Team SPAWAR. Preparation and distribution of LSS related reports and data calls. Coordination of LSS training for SPAWAR HQ elements.
5.1.6.6	Lean/Six Sigma Project Work	Direct involvement as team member, sponsor or leading belt in support of LSS project or event. Mentoring to belts working on projects or events. Coordination of the selection of projects to align with command strategic objectives and high impact core value streams.	Includes: - Participation in LSS projects or events. Mentoring of GB's and BB's during their certification process. Working with directorate and Ech III deployment leads on project queues, alignment of projects with Team SPAWAR HICV's and coordination of projects across Team SPAWAR.
5.1.6.7	CMMI Command work	Management of CMMI change management initiative for SPAWAR HQ including baseline assessment, conducting training and education of workforce, establishing maturity targets and executing the implementation of the model.	Includes: - Performance of baseline assessments of SPAWAR HQ directorates against CMMI level criteria. Identification of gaps between baseline and desired level of maturity for the respective directorate elements. Conduct of training and education of affected workforce. Publishing guidance, governance and templates to facilitate implementation of CMMI model structure across SPAWAR HQ. Establishment of targets and timelines for achieving targets for the participating directorate elements. Hosting external
5.1.6.8	CMMI Process Development/Refinement	Defining, documenting, training and executing the work processes, showing evidence of each. Optimizing the work processes to meet or exceed desired performance criteria.	Includes: - Defining transactional work flow processes, such as administrative tickler system or budget preparation process, documenting the process flow and operating procedures associated with the process, and showing evidence of workforce using those procedures and processes. Conducting effectiveness and efficiency assessments on selected processes and optimization using appropriate tools (LSS, program management, N-ERP enhancements). Re-evaluating processes to ensure improvements are effective and controlling the continued use of the efficiency improvements.

5.1.6.9	Knowledge Management	Creation, alignment, and sharing of knowledge for effective and agile decision-making. KM activities not explicitly covered under items 5.1.6.10 through 5.1.6.13.	
5.1.6.10	Knowledge Management Developmental Work	Development of KM Strategic Plans and Communications Plans/Programs required to support of KM initiatives. Creation of frameworks and development of initiatives associated with Knowledge Management activities.	Includes: - Knowledge Management planning.
5.1.6.11	Knowledge Management Projects	Conduct of actual Knowledge Management projects with associated deliverables.	Includes: - Knowledge Management projects. PM support for Enterprise Content Management/collaborative tools migration effort. Knowledge Management Maturity evaluations. Training classroom management. Publishing guidance, pamphlets or other media items as needed to facilitate operations in accordance with the principles of Knowledge Management.
5.1.6.12	Records Management	Conduct of records management activities such as formatting, cataloguing, appropriately filing or development of required filing structures; promulgation of instructions or records via a records management framework.	Includes: - Data Conversion for Navy ERP implementation.
5.1.6.13	Enterprise Content Management	Knowledge Management consulting with activities or organizations outside of the KM community.	Includes: - Consulting work with Program Managers or other staffs/organizations.
5.1.6.14	Corporate Strategy Required Meetings	Attendance at required events not generated by the 8.4 organization.	Includes: - Staff meetings, ESM, EDB, CCBU, CPEO, TSAC, All Hands, Strat Board, etc.
5.1.6.15	Corporate Strategy Site Visits	Site Visit events	
5.1.6.16	Corporate Strategy Administration/CAO	Development of Competency models, guidance or other required CAO items.	
5.1.6.17	Corporate Strategy Delivery	Special briefing preparation for non-SPAWAR visits/visitors.	Includes: - CNO/VCNO/ASN briefings, Flag Visitor briefs, etc.
5.1.6.18	Special Project Assignments	Planning and execution of special projects assigned by SPAWAR leadership to include data calls in support of such projects.	Includes: - ASN RDA Acquisition Workforce queries, etc.
5.1.7	<b>Corporate Communications &amp; Public Affairs</b>	Includes Public Affairs/Community relations, Corporate communications, congressional liaison, and public website maintenance and support.	
5.1.7.1	Public Affairs/ Community Relations	News media operations, external communication (outside the command), internal communication (within the command), Industry relations, contract announcements, security and policy review.	
5.1.7.2	Corporate Communications	Planning and executing strategic communications involving all of TEAM SPAWAR. Activities related to speech and briefing preparation and support, liaison with industry and various government organizations, maintaining the command's public website.	Includes: - Change Management for Navy ERP.
5.1.7.3	Congressional Liaison	Maintaining and enhancing our relationships with the Legislative Branch through the process of coordinating and responding to Congressional inquiries.	
5.1.7.4	Publications & Electronic Media	Includes five disciplines that comprise the competency: graphics, photography, technical writing, videography and web services.	
5.1.7.5	Public Website Maintenance & Support	Providing web elements, content, design services, initial layouts and concepts per instructions. Conducting administration of web services, establishing standards, reliably executing and responding to related action mandated by appropriate governing authorities.	
5.1.8	<b>Special Programs Oversight &amp; Compliance</b>	Management of Command policy dealing with all Intelligence support activities, Intelligence oversight requirements, and SCI & SAP security policy implementation issues. SIO is the command's single point of contact for all intelligence, CI, SAP and other covert/clandestine operations and programs. The SIO is the senior advisor to the Commander, Executive Director, Commanding Officer and Senior Leadership for these areas.	
5.1.8.1	Special Security Office (SSO) Operations	The SSO is statutorily required under DoD 5105.21-M-1, and allows participation in and conduct of projects at the Sensitive Compartmented Information (SCI) level.	
5.1.8.2	Operational Security (OPSEC)	Services and activities related to the organization, management, and oversight of SPAWARSYSCOM and Echelon III OPSEC Programs, ensuring DoD, DON, Command and IG requirements are met. Research Technology Protection (RTP) Lead. Direct support to CDR SPAWAR for the DON RTP WG Exec Steering Committee. Provide assistance to Acquisition Programs for development of CRI and RDRs.	
5.1.8.3	Scientific & Technical Intelligence Liaison (STILO Function)	Consistent Intelligence support, liaison, and coordination between the Research, Development, Test and Evaluation (RDT&E), Acquisition and Intelligence communities.	
5.1.8.4	Special Access Programs (SAP)	SAP is the single specialized area that represents SPAWAR on Special Access Programs ensuring that the protection of state of the art RDT&E technology and National assets is accomplished.	
5.1.8.5	Intelligence Assurance (IA)	Management of the SCI/SAP Information Systems Security program for SPAWAR Headquarters and SPAWAR Systems Center San Diego (SSC-SD).	
5.1.8.6	CMS/EKMS Management	Administration of a COMSEC account for this Command and three tenant activities.	
5.1.9	<b>Legal - General Law</b>	Legal advice related to employment law, employment litigation, conduct/ethics standards, fraud/waste/abuse, environmental, BRAC, organizational/management and Command FIA/Privacy Act Program matters.	
5.1.10	<b>Command Representation</b>	Representation of the command and its programs in high level meetings with the Secretariat, OPNAV, and other DoD and DoN organizations.	
5.1.11	<b>Sponsor/Customer Coordination</b>	Activities in which one serves as the point of contact for sponsors, customers, DoD and DoN organizations.	
5.1.12	<b>NMCI Seat Costs</b>	Cost of ordered NMCI seats, equipment, software and services.	
5.2	<b>Withholds (External and Internal)</b>		
5.2.1	<b>External Withholds</b>		
5.2.1.1	Congressional		
5.2.1.2	NAVCOMPT		
5.2.1.3	ASN(RDA)		
5.2.1.4	SBIR		
5.2.1.5	Other Ext. Withholds		
5.2.2	<b>Internal Withholds</b>		
5.2.2.1	Corporate Operating Funds		
5.2.2.2	PD Withholds		
5.2.2.3	Other Int. Withholds		